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**UNITED STATES ARMY  
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**Prepare Office Computations**

**Extract**

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This regulation provides Department of the Army (DA) policies for entitlements and collections of pay and allowances for active duty soldiers. It is used in conjunction with Department of Defense Financial Management Regulation (DODFMR), Volume 7, Part A (Vol 7A) and Department of the Defense (DOD) 7000.14-R.

#### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

- a.* The Assistant Secretary of the Army Financial Management and Comptroller (ASA(FM&C)) will—
  - (1) Approve new policies, procedures, and systems changes affecting payment to soldiers.
  - (2) Review and approve changes to this regulation.
- b.* The Assistant Secretary of the Army of Manpower and Reserve Affairs (ASA(M&RA)) will approve new policies and provide guidance and clarification for all policy affecting soldier pay.
- c.* The Director, Defense Finance and Accounting Service-Indianapolis Center (DFAS-IN) will—
  - (1) Establish policies and procedures to ensure the prompt payment to soldiers.
  - (2) Maintain and operate the Defense Joint Military Pay System Active Component (DJMS-AC).
- d.* Finance officers (FO)/Defense Military Pay Offices (DMPO) will—
  - (1) Ensure pay change data is submitted in a timely manner.
  - (2) Take action to resolve any pay or administrative discrepancies.
  - (3) Ensure discrepancies reflected on the bimonthly pay/personnel match are resolved per instructions received with the report.
  - (4) Ensure internal controls are maintained at all times.
- e.* Commanding General, Human Resource Center, Alexandria (HRC-A) will—
  - (1) Report grade change transactions directly to the soldier's Master Military Pay Account (MMPA) for soldiers promoted or reduced on Headquarters, Department of the Army (HQDA) orders.
  - (2) Verify and certify DA Form 1506, Statement of Service - For Computation of Length of Service for Pay Purposes, when forwarded from FO/DMPO.
- f.* Commander, Personnel Service Battalion (PSB)/Personnel Service Company (PSC)/Military Personnel Division (MPD)/Human Resources Office (HRO) will—
  - (1) Process pay grade changes for soldiers in pay grades E5, E6, W2, and O2; and when promotion orders are received from the National Guard Bureau (NGB), the Human Resource Center-St. Louis, or State orders for enlisted soldiers who are on active duty.
  - (2) Resolve grade discrepancies between DJMS-AC and the electronic Military Personnel Office (eMILPO).
  - (3) Verify and certify DA Forms 1506 (Statement of Service) when information is available to determine that service claimed by the soldier is valid.
  - (4) Determine each qualified officer's aviation service date (ASD) and officer service date (OSD) based on information in pertinent official records.
  - (5) Forward pay related documents to the FO/DMPO on a daily transmittal memorandum no later than 1000 hours the workday after the document is received or generated.
- g.* Commanders will—
  - (1) Ensure documents affecting pay are accurate and forwarded to the FO/DMPO promptly.
  - (2) Review the Unit Commander's Finance Report (UCFR) on a monthly basis and report any discrepancies to the FO/DMPO immediately.
  - (3) Prepare, certify, and forward to the FAO/DMPO certificates for soldiers who are incapacitated physically and are in receipt of hazardous duty incentive pay.
- h.* The battalion S1 (bn S1) will—
  - (1) Ensure pay grade changes for advancements to pay grades E2 through E4 and all reductions are processed immediately.
  - (2) Assist soldiers in preparing pay related documents.
  - (3) Forward pay related documents to the FO/DMPO on daily transmittal memorandum no later than 1000 hours the workday after the document is received or generated per DA Pamphlet (DA Pam) 600-8.
  - (4) Respond to soldier's pay inquires when the required information is available.

- (5) Ensure the verification of the UCFR and eMILPO Accountability Report (AA-162) is accomplished monthly.
- (6) Ensure undeliverable leave and earnings statements (LES) are returned to the FO/DMPO within 3 working days after payday with the reason for non-delivery annotated on each LES. Undeliverable LESs are those for soldiers that are no longer in the unit or are in an unauthorized absence status.
  - i. State adjutants general will—
    - (1) Verify service claimed by Army National Guard (ARNG) soldiers on active duty.
    - (2) Process grade changes.
  - j. The Director, Sea Service Office (SSO), Fort Eustis, VA, will verify sea service for Army personnel.
  - k. The Surgeon General will determine the aviation service date and officer service date for each flight surgeon or medical officer entitled to Aviation career incentive pay (ACIP).
  - l. Soldiers are responsible for reviewing their LES, and for the prompt and accurate reporting of changes in their personal circumstances that affects their entitlement to pay or the distribution of their pay to their commander and servicing FO/DMPO.

#### **1-5. Payment of soldiers**

- a. Scheduled paydays will be per DODFMR Vol. 7A, chapter 1.
- b. All payments of entitlements and deductions from military pay appropriations for active duty soldiers will be made via electronic funds transfer (EFT) through DJMS-AC.
- c. All payments due the soldier or deductions due the U.S. Government identified or prepared after transition will be forwarded to DFAS-IN (see DFAS-IN Reg 37-1, chapter 2) for settlement as applicable.

#### **1-6. Payment options**

- a. Mid-month (MID-MO) and/or end-of-month (EOM) pay options will be elected by the soldier on DA Form 3685, JUMPS-JSS Pay Elections. If the MID-MO option is elected, both payments will be to the same financial organization.
- b. Soldiers must elect direct deposit (SURE-PAY) to a financial organization upon entering active duty.
- c. A waiver for SURE-PAY may be granted by the soldier's commander when it is determined to be in the best interest of the individual and the Army. Waivers should be granted for the minimum time required to resolve problems prior to enrollment in SURE-PAY. A waiver will be granted for no more than a 1-year period, but may be renewed if the situation still exists. Counseling or participation in a financial management course offered through the local command is required if the waiver is granted for financial problems.
- d. Soldiers may elect to have a specific amount of pay held during each month. Use the "accrual of pay" portion on the DA Form 3685 to elect held pay.

## **Chapter 2 Creditable Service**

### **2-1. Policy provisions**

Basic pay (BP) rate is established according to the pay grade and the number of years creditable service a soldier has completed. Creditable service is determined per DODFMR, Vol. 7A, chapter 1. Creditable service will be used to establish the soldier's pay date and total active Federal military service to date (TAFMSD).

### **2-2. Establishing creditable service-officers**

- a. The Active Army officers entering active duty and Reserve Component (RC) officers ordered to active duty for a period in excess of 179 days must submit DA Form 1506 (Statement of Service) to the servicing FO/DMPO. See appendix B for instructions on completing the form. This requirement pertains to—
  - (1) All medical/dental officers who are to be credited with constructive service.
  - (2) Officers who do not have sufficient documentation in their possession to establish creditable service for pay purposes.
- b. The officer will prepare and sign a DA Form 1506 showing all periods of prior service. The PSB/PSC/MPD/HRO, to the extent possible, will verify each period of service shown on the DA Form 1506 from all available records. For example, DD Form 214, Certificate of Release or Discharge From Active Duty, orders, or enlisted records brief. When the statement of service can be verified in this manner, the PSB/PSC/MPD/HRO will authenticate the DA Form 1506. The PSB/PSC/MPD/HRO will send copy 1 of DA Form 1506 to the servicing FO/DMPO for service date computation, and copy 3 to the Commander, HRC-A, Career Branch, 200 Stovall Street, Alexandria, VA 22332-0400. The PSB/PSC/MPD/HRO will destroy 2, 4, and 5. The servicing FO/DMPO will input the TAFMSD and the pay date entry to DJMS-AC.
- c. Where there is reason for doubt, or exact dates are not available, the PSB/PSC/MPD/HRO will annotate DA Form

1506, and submit it through the FO/DMPO to HRC-A for verification, except as provided in subparagraph *d* and *e*, below. The soldier will do as follows:

(1) Examine copies 1, 3, and 4, of DA Form 1506 to ensure that all copies are legible and that the complete mailing address of the FO/DAO has been annotated. Send copies 1 and 3 to the Commander, HRC-A, Career Branch, 200 Stovall Street, Alexandria, VA 22332-0400, for verification of service stated by the officer.

(2) Annotate copy 4 to show the date copies 1 and 3 were sent to HRC-A and file in a suspense file pending return of the verified copies.

(3) If the statement of service computation is correct, indicate verification by HRC-A on copies 1 and 3 and authenticate the copies in the space provided at the bottom of the DA Form 1506. If the service stated by the officer proves to be incorrect, the HRC-A will enter the correct computation of creditable service for pay purposes in the lower portion of copies 1 and 3 of DA Form 1506, and authenticate the copies in the space provided at the bottom of the form. For officers in the grade of O03 and below, HRC-A will insert a certificate stating whether or not the officer has had over 4 years of active service as an enlisted soldier or warrant officer. HRC-A will return copy 1 to the FO/DMPO at the address shown on the form. HRC-A will keep copy 3.

(4) On receipt of the verified copy, the FO/DMPO will—

(a) Annotate copy 4 “verified by HRC-A.”

(b) If the data on the officer’s MMPA is incorrect, the FAO/DMPO will process a TZ05 transaction to correct the TAFMSD, and/or pay date. Use copy 1 as the substantiating document.

(5) If the service stated by the officer was incorrect, provide the corrected statement of service as listed by HRC-A on copy 1 to the PSC for correction of personnel records. If the officer has been reassigned, copy 1 and 4 will be sent immediately to the gaining FO/DMPO.

*d.* Officers whose sole military status has been under a commission in the U.S. Army Reserve (USAR) and was completed subsequent to 1 July 1958, will submit their statement of service to the PSB/PSCMPD/HRO for verification. The PSB/PSCMPD/HRO will verify the creditable service for pay purposes and date stamp a copy of the initial appointment letter with the acceptance date. When the acceptance date cannot be determined, the personnel office will annotate the DA Form 1506 with action taken per subparagraph *c*, above. Copy 1 of DA Form 1506, verified by the PSB/PSC/MPD/HRO, will be returned to the FO/DAO for appropriate action, and all other copies may be destroyed.

*e.* Verification by the adjutant general of the State, territory, or district ARNG officers will satisfy the requirements of paragraph *a*, above, and paragraph 2-3.

### **2-3. Active enlisted and warrant officer service — pay grades O1E, O2E, or O3E**

Commissioned officers in the pay grades O1, O2, or O3 are entitled to the special rate of pay if the officer has over 4 years of active enlisted and warrant officer service or a combined total of active enlisted and warrant officer service (DODFMR, Vol. 7A, para 10103).

### **2-4. Establishing creditable service-enlisted**

*a.* The FO/DMPO serving soldiers on active duty and unit commanders of soldiers participating in Reserve training duty are responsible for determining the creditable years of service for enlisted soldiers. The FO/DMPO will make this determination using the soldier’s enlisted records brief or any other official source document, to include DA Form 1506. When creditable service can be confirmed in this manner, a copy of the official documentation will be used to substantiate the pay transaction.

*b.* If the PSB/PSC/MPD/HRO cannot verify creditable service from the information available, it will—

(1) Initiate a request for an official verified statement of service from the U.S. Army Enlisted Records and Evaluation Center (USAEREC), by an electronically transmitted message to [custsupt@erec.army.mil](mailto:custsupt@erec.army.mil) or by letter to the Commander, USAEREC, ATTN: AHRC-ERP, Indianapolis, IN 46249-5301.

(2) Ensure that a copy of the message or letter is filed in a suspense file by the in-processing clerk, and on receipt of the verified statement of service from USAEREC, ensures that the in-processing clerk withdraws the suspense copy from the suspense file, and destroy.

(3) Ensure that the statement of service is used to substantiate the input of any corrections to the soldier’s MMPA.

*c.* Verification by the adjutant general of the State, territory, or district will satisfy the requirement in subparagraph *a*, above, for ARNG soldiers on active duty.

### **2-5. Administrative changes to pay date or total active Federal military service date**

*a.* On receipt of the verified and/or corrected statement of service, the FO/DMPO will process the transactions necessary to correct the pay date or TAFMSD. The document received will be the substantiating document for the input. In addition, Finance will furnish to the PSB/PSCMPD/HRO a copy of the DA Form 1506 from HRC-A or the statement of service from USAEREC.

*b.* Accepted changes by DJMS-AC will be used to update the officer master file (OMF) and enlisted master file (EMF), which in turn will update the local eMILPO file.

*c.* Adjustments to pay will be made by DFAS-IN, based on the FO/DMPO date of correction. DFAS-IN may

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<i>c. Disability.</i> If soldier is continued on AD, enter "Partially disabled, AR 635-40," give a statement explaining the disability (e.g., artificial left leg), and specific assignment limitations.	AR 635-40
	<i>d. Sole surviving son/daughter.</i> Enter "Do not asg cbt area (AR 614-200 or AR 614-75)." If the restriction is waived, enter "Noncbt area asg restr (AR 614-200 or AR 614-75) waived (date)."	AR 614-75 AR 614-200
	<i>e. Duty disqualification/suspension.</i> Enter name of duty disqualification or suspension, date, authority and reason for disqualification/suspension. (Indicate whether disqualification/suspension is from training or regular duty assignment and whether permanent or temporary.) Temporary disqualification/suspension will be entered <i>in pencil</i> . A partial list of duty disqualification/suspensions includes Airborne, EOD, Ranger, Deep Sea Diving, and nuclear/chemical duty assignments. If individual is requalified for nuclear/chemical duty assignment, enter "Requalified (date) for assignment to nuclear/chemical surety positions per AR 50-5 or AR 50-6."	AR 614-110 AR 614-200 AR 611-105 AR 50-5 AR 50-6
	<i>f. Assignment limitations and travel restriction.</i> Enter limitation or restriction, authority, and termination date. Enter "PERM" in lieu at termination date if the restriction is permanent.	AR 614-30 AR 614-35
	<i>g. Assignment of former Peace Corps members, including volunteer leaders, and staff members.</i> Enter "No asg in MI/AS fld" or "No dy in (country) in MI/AS fld."	
	<i>h. Not eligible for security clearance or assignment to sensitive duties.</i> Enter "Not elig for scty clnc or asg to sensitive dy, AR 380-67."	AR 380-67 AR 135-7 AR 600-200 AR 601-210 AR 601-280 AR 614-200 DA Pam 351-4
	<i>i. Enlistment/Reenlistment commitment or program.</i> Information concerning an enlistment/reenlistment commitment or a program for which an individual volunteered can be obtained from the enlistment/reenlistment or induction record, or from an approved written application. Entries will be made as follows:	NGR 350-1 NGR 600-200 NGR 601-1 NGB Pam 600-15
	(1) <i>Enlistment/Reenlistment commitment.</i> Enter the commitment and authorizing regulation for a soldier having an enlistment commitment. In addition make an appropriate entry if a soldier qualified for an enlistment based on scores obtained on the Army Qualification Battery (AQB) and Armed Services Vocational Aptitude Battery (ASVAB). When an enlistment commitment has been fulfilled, the entry will be deleted.	
	(2) <i>Volunteer for a specified program.</i> Enter the program, date, and authorizing regulations where an application has been approved for a soldier who volunteered for a specific program. <i>Example:</i> "U.S. Army Station of Choice Enlistment option, Table 9-11, AR 601-210, Redstone Arsenal, AL (date)." The entry will be lined through when the enlistment option has been completed. When payment of the enlistment bonus is made to personnel who enlisted under the U.S. Army Cash Bonus Option, the abbreviation "EB" is also included as a continuation of the entry previously recorded. <i>Example:</i> "U.S. Army Cash Bonus Enlistment Option, AR 601-210, Table 9-9, MOS 99X/EB paid (date)." When payment of reenlistment bonus is made to personnel who reenlisted under the Selective Reenlistment Bonus (SRB) program, enter the Bonus MOS, multiplier level, effective date of bonus award, and the expiration of bonus term of service when the soldier is awarded an SRB. The entry will be lined through when the soldier has satisfied the enlistment for which bonus was paid or when the soldier loses entitlement to the SRB. <i>Example:</i> "11B/SRB-1A/780530/820529."	
	(3) <i>Commitment or program waived.</i> When an enlistment commitment or program choice is waived, the entry will be lined through and a new entry made to show date of waiver and alternate commitment or program choice, if any.	
	(4) <i>Commitment terminated.</i> When an enlistment commitment has been terminated and no waiver is submitted, the entry will be lined through. A new entry will be made to show date of termination. (An example would be that of a soldier's failure to meet required qualifications which could not be determined prior to his or her enlistment.) <i>Example:</i> "ENL COMMITMENT TERM—FAILURE TO MEET QUAL (date)."	
	(5) <i>Academic failure.</i> A temporary pencil entry will be entered as follows: <i>Example:</i> "DISQUAL FOR TNG MOS (INITIAL COMMITMENT) 76Y10 ACAD FAILURE (date of action)." Upon successful completion of service school and award of PMOS, the entry will be erased.	
	<i>j. Derogatory information developed per AR 380-67.</i> Enter "AR 380-67, applies" when any counterintelligence investigation conducted for purposes other than security clearance develops derogatory information which does not warrant unfavorable personnel actions.	AR 604-5
	<i>k. Training recommended.</i> No entry required for ARNGUS personnel. Entries will be made for enlisted personnel with the following special qualifications, for personnel processed at USARECSTA (inductees and enlistees) and for REP-63 (Reserve Enlistment Program of 1963) trainees:	AR 140-111 AR 600-200 AR 612-201 DA Pam 350-10 DA Pam 611-1
	(1) <i>Personnel with special qualifications.</i>	
	(a) <i>College graduate in selected specialties.</i> Enter "AR 600-200, para 2-13 Col Grad (specialty)."	
	(b) <i>Rare and unusual qualifications.</i> Enter "AR 600-200, para 2-13, RAU."	
	(c) <i>High aptitude potential.</i> Enter "AR 600-200, para 2-13, high aptitude potential."	
	(d) <i>Physicians, dentists, and veterinarians.</i> Enter "AR 600-200, para 2-11 (Phys), (Dent), or (Vet)."	
	Entry will be made permanent when assignment instructions are received from HQDA.	
	(e) <i>Soldier with civilian skills that have a counterpart MOSC.</i> Enter <i>in pencil</i> , the MOS code appropriate to the apprentice, journeyman, or advanced journeyman level or skill. Erase entry upon award at the MOS.	-

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	(2) <i>Trainee, REP-63.</i> The Reserve component unit commander will enter, in pencil, one or more MOS for which training is recommended.	
	(3) <i>Receptees.</i> USARECSTA will enter, in pencil, the recommendation (RA unassigned and/or mobilization conditions) for which soldier is fully qualified or training in an MOS which is fed by BCT/BT personnel.	
	<i>l. Wounds.</i> Enter a brief description of the wound or injury received (including chemical, biological, or radiological injury). Wound or injury must have been received because of hostile or enemy action and resulted in medical treatment or hospitalization. Enter the date wounded or injured immediately following description.	
	<i>m. Retirement eligibility date (officers only).</i> Not applicable to general officers and colonels selected for promotion to general officer grade or to Reserve components officers not on active duty. Enter, in pencil, "RET ELIG (date)." Date will be determined as follows: (1) Use the statutory retirement date for RA officers. (2) Use the date eligible to retire for non-regular officers. (3) The date will be extracted from HQDA and PERSCOM letters of notification.	AR 635-100
	<i>n. Application for retirement (enlisted personnel on active duty).</i> Upon submission of retirement application, enter in pencil the date application was submitted and the requested retirement date. <i>Example:</i> "Retirement application submitted 821015 to be effective 830501." Upon approval of the retirement application, enter date approved and the effective date if different from date requested. If retirement is withdrawn or disapproved for any reason, entry will be deleted.	AR 635-200 NGR 600-5
	<i>o. Accreditation as criminal investigator or laboratory technician (AR 195-3).</i> (Warrant officers only.) Upon receipt of a letter of accreditation from U.S. Army Criminal Investigation Command (USACIDC), enter "Accredited CI (date of accreditation)" or "Accredited CI lab tech (date of accreditation)." When accreditation is withdrawn for any reason, the entry will be deleted.	AR 195-3
	<i>p. Acceptance and accreditation as an apprentice criminal investigator, criminal investigation laboratory trainee, or laboratory specialist (AR 195-3).</i> Upon notification of acceptance as an apprentice criminal investigator or criminal investigation laboratory trainee, enter "Accepted apprentice CI (date of acceptance)" or "Accepted CI lab trainee (date of acceptance)." Upon receipt of a letter of accreditation as a criminal investigator or laboratory specialist from USACIDC, enter "Accredited CI (date of accreditation)" or "Accredited CI lab spec (date of accreditation)." When acceptance or accreditation is withdrawn, for any reason, entries will be deleted. <i>Removal from Criminal Investigation Program:</i> Soldiers who are eliminated from the Criminal Investigation Program per AR 195-3, chapter 4 will not be permitted to reenter the program. For such soldiers, enter "Not eligible for future CI duty, AR 195-3, chapter 4 (date)."	AR 195-3
	<i>q. Officer candidate school and warrant officer candidate course (enlisted personnel).</i> (1) If an application for officer candidate school is submitted, the following entry will be made: "OCS applicant—ASG Restrictions—AR 351-5." If nonselected or application is withdrawn, entry will be deleted. (2) If an application for warrant officer flight training is indorsed to HQDA, the following entry will be made: "WOFT application—ASG Restrictions—AR 611-85". (3) If an application for officer candidate school is returned without selection, an entry will be made showing the date the application was submitted, the date it was returned, and the reason for nonselection. <i>Example:</i> App Army OCS sbm (date), rtd (date), (reason). (4) If a selected OCS/WOCC applicant withdraws his or her application, an entry will be made showing the date of selection and date of withdrawal. <i>Example:</i> Sel OCS (date); appl wd (date). Sel WOCC (date); appl wd (date). (5) If any officer candidate is relieved from OCS for any reason, an entry will be made showing the school tram which relieved, reason, and date of relief. (6) If a warrant officer candidate is relieved, withdraws or declines from any Warrant Officer Training Course for any reason, enter the course name, the reason for relief, and the date of relief.	AR 140-50 AR 351-5 AR 611-85
	<i>r. Recruiter and Reenlistment NCO.</i> (1) If an enlisted person who is serving a probationary period as a recruiter or Reenlistment NCO is removed from that duty because he or she does not possess the necessary attributes for award of MOS, OOR, enter "Not elig for further trng or assignment in MOS OOR." (2) An entry will be made when recruiting personnel assigned to USAREC are reassigned or relieved from recruiting duty per AR 601-1, chapter 3. The appropriate subparagraph under which the soldier is being reassigned or relieved from recruiting duty will be shown. <i>Example:</i> "Involuntarily reassigned from recruiting duty in accordance with (enter applicable paragraph), AR 601-1—Not eligible for future USAREC assignment."	AR 601-1
	<i>s. Insufficient time for oversea service.</i> If a soldier with more than 4 years service for pay purposes, is selected for overseas service, but lacks sufficient time in current enlistment to complete the oversea tour and will not extend his or her enlistment or be discharged and reenlisted to complete the tour, enter "Declined ext of enl or disch and reenl for os svc (date)."	AR 601-280 AR 614-30 AR 635-200
	<i>t. Eligibility for further service.</i> (1) <i>Bar to reenlistment (AR 601-280, chap 6).</i> If a certificate barring reenlistment is approved, enter in pencil "Not recm for further svc, (date)." The bar to reenlistment must be reviewed by the commander each 6 months and 30 days prior to departure from the unit or separation from the service. Upon completing the review, enter "Bar to reenlistment reviewed, not recm for removal, (date)," if appropriate. If approval to void the certificate is granted, the entry or entries will be deleted.	AR 601-280 NGR 600-200 -

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p>(2) <i>Qualitative Management Program (QMP)</i> (AR 600-200, chap 10). When reenlistment has been denied based on DA imposed bar to reenlistment, enter "Reenlistment denied per HQDA memo (office file symbol and date)." Delete entry if withdrawal is later approved by HQDA.</p> <p>(3) <i>Entry upon transferring a soldier</i>. Prior to transferring a soldier to a transfer activity for transition processing, except ADT personnel, enter "Elig for reenlistment" or "Not elig for reenlistment" followed by the appropriate code from AR 635-5-1.</p> <p>u. <i>Nuclear operator certificate and certification</i>.</p> <p>(1) <i>Certification</i>. Enter the occupational position, the specific nuclear reactor for which certified, and the directive (OF, letter, memorandum) promulgating the certification (including issuing HQ and year). Add/delete entry if certification or recertification is later cancelled.</p> <p><i>Examples:</i></p> <p>"Plant Supvr SM-1A, (Directive) USAERG 75."</p> <p>"Maint Supvr MH-1A, (Directive) USAERG 76."</p> <p>"Opns Supvr SM-1, (Directive) USAERG 78."</p> <p>(2) <i>Recertification</i>. immediately following the certification entry, enter <i>in pencil</i>, "RECERTIFIED (year)."</p> <p>v. <i>Recoupment</i>. Attended advance civilian (to include military academies) course of instruction at government expense and thereby incurred an active duty service obligation. Enter: "RECOUP applies if AD svc obligation is not fulfilled."</p> <p>w. <i>USAR and ARNGUS enlisted personnel volunteering for additional AD</i>.</p> <p>(1) If the request for additional active duty is approved for an enlisted reservist who has sufficient time remaining in his or her current Reserve enlistment to cover the additional AD tour, enter "Vol retained on AD for (number) months, eff (date), (authority)."</p> <p>(2) If the enlisted reservist does not have sufficient time remaining in his or current Reserve enlistment, and if the requests for extension of enlistment (AR 140-111) and additional AD are approved, enter "Enl vol ext (number) months; vol retained AD for (number) months eff (date)."</p> <p>x. <i>Active duty service obligation</i>.</p> <p>(1) An entry is required for officers incurring an AD service obligation by attending a course of instruction (AR 350-100) and for those participating in the ROTC Flight Instruction Program or the ROTC Financial Assistance (Scholarship) Program (AR 145-1).</p> <p>(2) Enter "AD OBLG," the prescribing regulation or directive (in parentheses), and <i>in pencil</i>, date AD obligation expires, <i>For example:</i> AD OBLG (AR 350-100) expr 80829. Update as required or delete when no longer applicable.</p> <p>y. <i>Personnel security investigation data</i>. Duplicate copies of DA Form 2-1 (para 3-1a through d) will be annotated to reflect personnel security investigation data for newly appointed and Reserve component officers entering on AD. Enter type of investigation conducted, agency conducting the investigation, and date completed.</p> <p>z. <i>Removal from Drill Sergeant Program</i>. Soldiers relieved from the Drill Sergeant Program per AR 614-200, paragraph 8-20a will not be permitted to reenter the program. For such soldiers, enter "not eligible for future DS duty, AR 614-200, paragraph 8-20 a()(date)."</p> <p>aa. <i>Withdrawal of First Sergeant SQI</i>. When First Sergeant SQI has been withdrawn under AR 614-200 (except when withdrawn as a result at promotion to E9), enter "SQI M withdrawn effective (date)."</p> <p>ab. <i>Army Civilian Acquired Skills Program</i>. Personnel enlisting under the "Army Civilian Acquired Skills Program" will have an entry stating that they enlisted under this program. The entry will list the prescribing directive and the MOS for which enlisted. <i>For example:</i> "Army Civilian Acquired Skills Program, AR 601-210, MOS 02J." This entry will be lined out upon promotion to SFC.</p> <p>ac. <i>Regimental affiliation</i>. All ARNG officers and enlisted soldiers are required to affiliate with a regiment or corps. Enter affiliation in pencil based on branch or PMOS. Sample entries: "Affiliated Regiment-105th Infantry" or "Affiliated Regiment-AG Corps."</p> <p>2. <i>Enlisted personnel</i>. Whenever an addition, deletion, or change occurs in this item, a legibly reproduced copy of DA Form 2-1, page 1 will be forwarded to HQDA for personnel identified in paragraph 5-3a.</p>	<p>AR 600-200</p> <p>AR 635-5-1</p> <p>DA CIR 600-series</p> <p>AR 140-11</p> <p>AR 601-280</p> <p>AR 145-1</p> <p>AR 350-100</p> <p>AR 308-67</p> <p>AR 614-200</p> <p>AR 614-200</p> <p>AR 601-210</p> <p>AR 670-1</p> <p>NGR 600-82</p>
5	<p><b>OVERSEAS SERVICE</b></p> <p>1. All overseas service performed under the authority of the DOD will be recorded in this item.</p> <p>2. Date of departure for and return from overseas service. the geographical area and country (AR 680-29, app C), type, length of overseas service. and arrival of family members will be recorded as follows:</p> <p>a. In computing length of overseas service, 15 days or more will be credited as a full month.</p> <p>b. Overseas service completed before 1 January 1960 will be recorded as a one-line composite entry. For a soldier serving overseas on 1 January 1960, the completed tour will be recorded on a separate line and the months spent on this tour will not be included in the composite entry. <i>Example:</i> OS svc prior to 600101, 40 mos. Composite entries will be made only when a new DA Form 2-1 is prepared.</p> <p>c. The date the soldier returned from overseas (DROS) will be adjusted to the date of return to duty status from hospitalization for soldiers returned from overseas service because of wounds by hostile action, injury, illness, or disease determined to be in the line of duty (LD) and attributed to or aggravated by service in the overseas area.</p> <p>d. Tour credit recorded for cumulative periods of TDY will be credited for the area and country in which the most service was performed. The custodian of DA Form 2-1 will maintain separate records showing periods of temporary duty in overseas areas and service performed by soldiers regularly assigned to overseas duty on board ocean-going vessels, when duty is not continuous.</p>	<p>AR 55-46</p> <p>AR 614-30</p>

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p>e. An adjusted DROS will be identified by entering the letter "A" after the date.</p> <p>f. In the column headed "DEPN ARR OS," enter the year and month that family members arrived at an overseas area to which the soldier is assigned on a current overseas service tour.</p> <p>(1) For officer personnel, this entry applies to command individually sponsored family members as defined in AR 310-25.</p> <p>(2) For enlisted personnel, the entry is required for all enlisted personnel whose recognized command-sponsored family members either accompanied or joined the soldier (under the JET program). The date at recognition as command-sponsored family members will be entered. (See AR 55-46 for definition of command-sponsored family members.) This also applies to locally acquired family members through marriage or adoption if command approval has been obtained.</p> <p>g. For personnel currently serving on an overseas tour, the DEROS will be entered in pencil. When the individual completes the tour, the pencil entry will be erased and entry will then become a permanent entry after soldier returns from the overseas tour or begins a new tour. If soldier has an intra- or inter-theater Consecutive Overseas Tour (COT) (includes IPCOT (In-place Consecutive Overseas Tour)), enter new tour on the next line and record the new DEROS in pencil.</p> <p>h. See table 5-9 and AR 614-30 for additional guidance on correct entries for overseas service.</p>	
6	<p><b>MILITARY OCCUPATIONAL SPECIALTIES/SSI/ASI/ and AOC</b></p> <p>1. <i>Entries.</i> This item contains a current listing of all military occupational specialties/specialty codes/specialty skill identifiers and additional skill identifiers.</p> <p>a. <i>Officer personnel.</i> Specialty Codes, specialty skill identifiers, and additional skill identifiers will be entered as shown below. The abbreviations "SC", "SSI", and "ASI" will be entered in ink above MOS.</p> <p>(1) <i>SC/SSI/MOSC.</i> Enter each SC/SSI/MOSC and ASI on separate lines. SC (two digit specialty codes) will be entered <i>in pencil</i> on the lower lines of this item for basic branch officers.</p> <p>(a) <i>Commissioned officers.</i> The revised commissioned officer specialty classification system identifies required skills within the officer personnel management system (OPMS) specialties with a three character code. This code includes the same first two digits as the specialty codes. To this two digit specialty code is added a third character, a letter identifier, which identifies the specific skills and special qualifications required for closely related duty positions.</p> <p><i>Examples:</i></p> <p>SSI—11B Light Infantry Officer</p> <p>ASI—5P Parachutist</p> <p>SC—53 Automated Data Management Systems</p> <p>Upon completion of service course involving SSI/ASI training school commandant will cause the applicable SSI or ASI to be entered in this item.</p> <p>(b) <i>Warrant officers.</i> The Primary MOS in which the warrant officer was appointed will be preceded by the letter "P" <i>in pencil</i> in parentheses. If SQI is awarded in the Primary MOS the letter "P" will be moved to this five character MOS. Warrant officers may be awarded a special qualification identifier (SQI) allowing for a 5-character code. The SQI may be either alphabetic or numeric as in AR 611-112. A zero (numeric "0") will be entered in the SQI position if no special qualifications are involved.</p> <p><i>Examples:</i></p> <p>Basic MOS (with zero added)—951A0 Criminal investigator</p> <p>Suffix K added—951AK Certified Polygraph Examiner</p> <p>(2) <i>Title.</i> Enter the applicable SC, SSI/MOSC, SQI, and ASI code titles. <i>Examples:</i> Bandmaster (for warrant officer MOS 031A0); Special Forces (for commissioned officer ASI 5G).</p> <p>(3) <i>Date.</i> Enter date the SSI/MOSC was awarded, date ASI was awarded, and date any SQI is authorized. When a previously awarded MOS is designated as primary, enter date of designation <i>in pencil</i> and in parentheses after the title. Any of the preceding actions, except date previously awarded SSI/MOSC is designated as primary, require separate line entries.</p> <p>(4) <i>Withdrawal or rescission.</i> Line through the SSI/MOSC or ASI entry upon withdrawal or rescission of SSI/MOSC and ASI. SSI/MOSC withdrawn, rescinded, or which becomes obsolete because of conversion will not be transferred to the new record when DA Form 2-1 is remade.</p> <p>(5) <i>SSI/MOSC conversion.</i> Enter the new SSI/MOSC as provided above if conversion is based on change in the MOSC or SSI structure. Line through the obsolete SSI/MOSC. If converted MOSC contains a suffix, the original date of award will still apply.</p> <p>(6) <i>Medical Proficiency Level ASI for AMEDD officers.</i> ASI 9A, 9B, 9C, 9D, or 9E indicating degree of proficiency will be entered immediately after the applicable SSI.</p> <p><i>Example:</i> 60H9B.</p> <p>(7) <i>Recommended SSI/MOSC.</i> When applicable, recommended SSI/MOSC will be entered in pencil as prescribed above for awarded SSI/MOSC. If later awarded, the pencil entry will be converted to a permanent entry. If duty performance does not warrant the award of the recommended SSI/ MOSC, the pencil entry will be erased.</p>	<p>AR 600-200</p> <p>AR 611-101</p> <p>AR 140-158</p> <p>AR 611-112</p> <p>NGR 600-100</p> <p>NGR 600-101</p> <p>NGR 600-200</p>



**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p>(8) <i>SSI, ASI and classification review.</i> Commissioned officers (other than ANC). Review SSI and ASI upon reassignment, change in duty, or when OER is submitted. If duty performance shown in the OER indicates the officer has developed the skills associated with an SSI or ASI, the SSI or ASI and ending date of the OER will be entered <i>in pencil</i>. When confirmed on a later ORB, it will be made a permanent entry. If the ASI or SSI is not confirmed by an ORB within a year of the ending date of the OER the pencil entry will be erased.</p> <p><i>b. Enlisted personnel.</i> (No longer required to be posted for Active Army personnel.) All MOSC awarded a soldier will be entered in this item, except duty and reporting codes 00D, 09S, and 09W. Entries (to include the title) will be made <i>in pencil</i> for Reserve Component personnel not on active duty. (NOTE: AGR, SADT, and ADT are not considered as active duty.)</p> <p>(1) <i>MOSC.</i> Enter the MOSC, including an SQI, when applicable. Include the language identification code and ASI (authorized in AR 611-201) awarded per AR 600-200 or AR 140-158, when not reflected in DA Form 2A, section B, items 4, 5, 6, and 18. In front of MOSC, enter <i>in pencil</i> "P", "S", "A" to denote primary, secondary, or additional MOS, as appropriate.</p> <p>(2) <i>Title.</i> Enter title of the 3 character MOS shown in AR 611-201. Use authorized abbreviations from AR 611-201, chapter 2 when necessary. When a previously awarded MOS is designated as primary or secondary, enter date of designation <i>in pencil</i> and in parentheses immediately following the title.</p> <p>(3) <i>Date.</i> Enter the date awarded (AR 140-158, chap 2 and AR 600-200, chap 2). Date of award resulting from prior service will be the date DA Form 2-1 was prepared unless an earlier date can be obtained from official documents.</p> <p>(4) <i>Reclassification.</i> Soldier may be reclassified in his or her MOS per AR 600-200 or AR 140-158. When reclassification occurs, take the following actions:</p> <p>(a) <i>Withdrawal of MOSC.</i> The entry will be erased.</p> <p>(b) <i>Change of skill level.</i> Erase current skill level character and enter the new skill level character.</p> <p>(c) <i>Change or withdrawal of SQI and enter new SQI.</i> If the soldier remains qualified in the old SQI, retain this SQI as part of the SMOS or AMOS unless restricted by AR 611-201. If the old SQI is not compatible, or if the soldier does not have a SMOS or an AMOS, the SQI will be entered in item 28 as "Additional SQI." This provision does not apply when the skills of the newly acquired SQI include the skills of the old SQI (such as Special Forces "S" and Parachutist "P"). If the SQI is withdrawn and a new SQI is not awarded, enter "O" as the fifth character of the MOSC. Additionally, all withdrawals of SQI "P", "S", "V", or "Y" require separate entries in items 28 to show reason and date of withdrawal (or termination), such as "SQI P 780410 deliberate terminator, AR 614-200."</p> <p>(d) <i>Change of withdrawal of ASI.</i> This procedure applies only to ASI not retained in DA Form 2, section B, items 4 and 18. Upon change of ASI, erase old ASI and enter the new ASI. If the soldier remains qualified in the old ASI and its associated MOS, enter the 7-character MOS in item 28 and label "Additional ASI." When an ASI is withdrawn, erase current ASI. Review item 28 to determine whether soldier is qualified in another ASI associated with the MOS from which the ASI is withdrawn. If appropriate, enter the ASI code where the erasure was made.</p>	<p>AR 611-101  AR 611-112</p>
7	AVIATION ASI AND GUNNERY QUALIFICATION. No entry is required on the DA Form 2-1.	
8	<p>APTITUDE AREA SCORES (applies to enlisted personnel only)</p> <p>1. Enter in designated columns each aptitude area and score resulting from administration of the Armed Services Vocational Aptitude Battery (ASVAB) for active duty personnel and Army Classification Battery (ACB) for reserve personnel not on active duty.</p> <p>2. Enter, in pencil, the date and place the latest ASVAB or ACB was administered.</p> <p>3. See AR 611-5 for approval and administration of retests. Initial test scores will not be lined through.</p> <p>4. Obsolete/invalid entries will be omitted when DA Form 2-1 is remade.</p>	AR 611-5
9	<p>AWARDS, DECORATIONS, AND CAMPAIGNS</p> <p>1. <i>Entries</i></p> <p><i>a. Awards and decorations.</i></p> <p>(1) <i>Authorized posting.</i> Enter all decorations, service medals, service ribbons, badges, oak leaf cluster, numeral devices, oversea service bars, and citations (including unit citations) U.S. and foreign that individual is authorized. Letters of commendation, certificates of achievement, and service stars will not be recorded. Revocations, including authority, will be entered. Entries revoked will be omitted when DA Form 2-1 is remade. All award entries for U.S. Military decorations will include authorized abbreviations (AR 680-29, para 1-12), or numeral as appropriate. (See Fig 5-5)</p> <p>(2) <i>Listing of the award.</i> List the award as specifically authorized by HQDA directive, or as approved for acceptance of HQDA or other authority. Foreign awards must be specifically approved by HQDA to be entered. For U.S. military decorations, the only acceptable source documentation is the order, letter, or memorandum which awards the decorations. Award certificates, citations, or separation certificates alone will not be the basis for entry of a decoration. DD Form 214 (Certificate of Release or Discharge from Active Duty) alone should not be the sole basis for recording a decoration.</p>	<p>AR 310-50  AR 614-30  AR 670-1  AR 672-5-1  AR 680-29  DA Pam 672-1  DA Pam 672-3  NGR 672-2  TC 8-100  USAIC Pam 350-6</p>

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p>This document may be used to initially enter a decoration; however, if the validity of the award listed on the DD Form 214 is questioned or challenged, the only acceptable proof of award of the decorations will be the order, letter, or memorandum which awarded the decoration. No orders or written award instrument are issued in the case of service medals or ribbons. Enter separately, each award of an oak leaf cluster. Enter awards of numerical devices to the Air Medal as shown in (5) below. When entering award of the Good Conduct Medal or clasp for enlisted personnel, the date the soldier became eligible for the award and the number of the award will be entered <i>in pencil</i> and parentheses following a permanent entry at "GCMDL-ARMY."</p> <p>(3) <i>Unit award emblems.</i> When the soldier is authorized to wear the unit award emblems as a permanent part of the uniform, a separate entry will be made for initial and subsequent award of the Presidential Unit Citation (Army), Presidential Unit Citation (Navy), Presidential Unit Citation (Air Force), Valorous Unit Commendation, Meritorious Unit Commendation, Navy Unit Commendation, Meritorious Unit Commendation (Navy), Air Force Outstanding Unit Award, Coast Guard Unit Commendation, French Fourragere, Belgium Fourragere, Netherlands Orange Lanyard, Philippine Republic Presidential Unit Citation, Republic of Korea Presidential Unit Citation, Vietnam Presidential Unit Citation, Republic of Vietnam Gallantry Cross Unit Citation, and Republic of Vietnam Civil Actions Unit Citation.</p> <p>(4) <i>Armed Forces Reserve Medal (AFRM).</i> Enter permanently the date the individual became eligible for the award in parentheses following the award entry. A subsequent award will be recorded as a separate line entry.</p> <p>(5) <i>Air Medal (AM).</i></p> <p>(a) <i>For heroism.</i> A separate, permanent entry will be made for each award.</p> <p>(b) <i>For meritorious achievement.</i> A permanent entry will be made for the first award. Enter additional awards (numeral devices) awarded while assigned to the same organization (<i>numeral in pencil</i>). Upon reassignment, the latest entry will be made permanent.</p> <p>(6) <i>U.S. Marksmanship Badges.</i> A separate entry will be made for each weapon in which the soldier qualifies. Degree in which soldier qualified and date of award will be entered <i>in pencil</i> and updated as subsequent awards are earned. When the soldier is no longer required to participate in weapons qualification firing, the latest entry pertaining to each award will be made permanent. <i>Examples:</i> PISTOL CAL 45, SpsQualBad, 730721; and RIFLE M-16 ExpQualBad, 780221, Expert-M2 carbine or SS-M-1 Rifle. When soldier is exempt from firing enter. <i>Example:</i> Exempt tram firing PISTOL/45 cal 810101, P3 Hearing Profile, AR 350-4 series.</p> <p>(7) <i>Purple Heart.</i> Each entry of this decoration requires a corresponding entry for wounds in item 4.</p> <p>(8) <i>Oversea Service Bars.</i> The number only will be entered in parentheses and in pencil immediately following "OS SVC BARS." The number will be updated accordingly. See AR 670-1 for computation of overseas service bars.</p> <p>(9) <i>Army Reserve Components Achievement Medal (ARCAM).</i> Enter "ARCAM" and date soldier became eligible for the award. The date will be entered in parentheses.</p> <p>(10) <i>Vietnamese Cross of Gallantry.</i> Separate entries are required for individual and unit awards.</p> <p>(a) <i>Individual awards.</i> Enter one of the following abbreviations to identify the type of award. Upon second and subsequent awards of the same star, a <i>pencil entry</i> will be recorded in parentheses to indicate the total number of stars authorized.</p> <p><i>Abbreviation and Type</i></p> <p>VCoGwP—Vietnamese Cross at Gallantry with Palm</p> <p>VCoGwBS—Vietnamese Cross of Gallantry with Bronze Star</p> <p>VCoGwGS—Vietnamese Cross of Gallantry with Gold Star</p> <p>VCoGwSS—Vietnamese Cross of Gallantry with Silver Star</p> <p>VCoGwBS—Award of second Bronze Star</p> <p>(b) <i>Unit awards.</i> Enter "VCoGwP (unit)" if soldier was serving with an organization at the time it was awarded. Note: The word "unit" is used. Identity of the unit (such as 244th Inf) will not be entered.</p> <p>(11) <i>Humanitarian Service Medal (ASM) operations.</i> Award will be verified per criteria in AR 672-5-1. Entry will be permanent for each award. <i>Example:</i> HSM-1 Eagle Pull Cambodia (Apr 75).</p> <p>(12) <i>Noncommissioned Officer Professional Development Ribbon (NPDR).</i> A permanent entry will be made for the first award. For enlisted personnel, enter numerals <i>in pencil</i> with the exception of NCO-PROF-DEV-RBN-4 which will be typed. For officer personnel who completed the course as an enlisted person, the entire entry will be typed. Graduates of NCO Academy Courses conducted before 1976 will only be given credit for the primary level.</p> <p><i>Education and Entry</i></p> <p>Primary level PNCOC, PLC and PTC—NCO-PROF-DEV-RBN-1</p> <p>Basic level BNCOC and BTC—NCO-PROF-DEV-RBN-2</p> <p>Advanced level ANCOC—NCO-PROF-DEV-RBN-3</p> <p>USA Sergeants Major Academy—NCO-PROF-DEV-RBN-4</p> <p>(13) <i>Army Reserve Components Overseas Training Ribbon (ARCOTR)</i> is a permanent entry. Enter numeral <i>in pencil</i>.</p> <p>(14) <i>ARNG Recruiter Badge.</i> Enter USA-RCT-BAD followed by the component and degree in parentheses. Enter temporary awards <i>in pencil</i>.</p> <p>(15) <i>Career Counselor Badge.</i> Enter all awards <i>in pencil</i> and erase the entry when the soldier is reassigned from this duty.</p>	

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p>(16) <i>Overseas Service Ribbon (OS-SVC-RBN)</i>. Basic award will be typed. Number of awards will be posted <i>in pencil</i>.</p> <p>(a) If item 5 "NTC" column shows completion of only one overseas tour in an area for which another service medal was not authorized, enter OS-SVC-RBN-1.</p> <p>(b) If item 5 "NTC" column shows completion of more than one O/S tour in areas for which another service medal was not authorized during the time period of any of the tours, enter OSR annotated with the numeral that represents the completed tour. Example: OS-SVC-RBN-2 would be the correct entry with two completed O/S tours for which another service medal was not authorized.</p> <p>(c) If item 5 shows completion of one O/S tour for which another service medal was authorized, the OS-SVC-RBN is not authorized.</p> <p>b. <i>Campaigns</i>.</p> <p>(1) Record each authorized campaign in which the soldier participated. In campaign designations, enter (in parentheses), when authorized, the notation "(AR)" to indicate Arrowhead. No entry is required for bronze or silver service stars since campaign designation indicate service stars.</p> <p>(2) Campaigns may be recorded in lower portion of item instead of combining with awards and decorations.</p> <p>c. <i>Modification</i>. Item may be modified and entries made in the manner shown in figure 5-5. This method of recording data will provide an easier interpretation of awards and decorations.</p> <p>d. <i>Report of change</i>. (Enlisted personnel). Whenever an addition, deletion, or change occurs in this item, other than award of service medals or marksmanship badges, a legible reproduced copy of DA Form 2-1, page 1 will be forwarded to HQDA for personnel identified in paragraph 5-3a.</p>	
10	<p><b>OTHER TESTS</b></p> <p>1. Enter the results of the personnel tests shown in DA Form 2-1, if administered, and other tests prescribed as follows:</p> <p>(a) <i>Test</i>. Enter test form number and symbol, if not preprinted in this item. (AFQT will not be recorded.)</p> <p>(b) <i>Score</i>. Enter score.</p> <p>(c) <i>Date</i>. Enter date of test.</p> <p>(d) <i>Typing ability</i>. "Typing", words per minute (WPM), and date tested. <i>Example</i>: Typing/50WPM/780521.</p> <p>2. When DA Form 2-1 is remade for any reason, entries previously recorded as:</p> <p>(a) ALAT-1 or -2 or DLAT-1 or -2 will not be annotated.</p> <p>(b) OCT and OQI-1 will be annotated below the FAST score.</p> <p>(c) OB and WOCB will not be annotated. Annotate total score in FAST block regardless of test administered.</p>	<p>AR 351-5  AR 600-55,  AR 600-200,  AR 601-210  AR 611-6  AR 611-110  AR 612-201</p>
11	<p><b>AMERICAN BOARD CERTIFICATION &amp; LICENSES OR CERTIFICATION HELD</b>. Entries.</p> <p>1. <i>American Board Certification (AMEDD officers)</i>. Enter the title of the board, followed by a dash and the specialty in which certified. Also enter the last two digits far year of certification. <i>Example</i>: American Board of Radiology-Roentgenology, 68.</p> <p>2. <i>Occupational licenses or certificates</i>. Entries are restricted to licenses or certificates of an occupational nature rather than a vocational or hobby-type nature.</p> <p><i>Example</i>: Soldier's commercial pilot's license would be a proper entry, whereas a private pilot's would not. An individual's accreditation as a Certified Public Accountant (CPA) would be a proper entry, whereas completion of a bookkeeping course would not. Enter the name of the professional or trade field in which the soldier is licensed or certificate was issued and last two digits of the year.</p> <p><i>Example</i>: Certified Public Accountant, 72 or CPA, 72 and PE,81 (for Professional Engineer registration and date).</p> <p><i>Example</i>: U.S. Army Marine Certificate (USAMC)—level—date expired. "USAMC 30—15 Aug 87"U.S. Army Marine License (USAML)—level—date expired. "USAML 30—12 Sep 87"</p> <p><i>Example</i>: Department of Labor Certificate, Electronics Mechanic (Computer) AAP, 8000 hrs. 88.</p>	
12	<p><b>LANGUAGE PROFICIENCY</b> (No longer required to be posted for Active Army personnel or ARNGUS personnel)</p> <p>1. Enter, <i>in pencil</i>, the latest questionnaire (DA Form 330) is submitted under provisions of AR 611-6.</p> <p>2. For additional information concerning language proficiency, see DA Form 330 in MPRJ and DA Forms 2A, items 5 and 6, section II and DA Form 2B, items 11 and 12, section II.</p>	AR 611-6
13	<p><b>PILOT RATINGS</b></p> <p>Record entries as follows:</p> <p>1. <i>Officer personnel</i>.</p> <p>(a) <i>Original</i>. Enter the type rating and data.</p> <p>(b) <i>Current</i>. Enter <i>in pencil</i>, the current type rating and date.</p>	<p>AR 95-1  AR 611-101  AR 611-112</p>

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	2. <i>Enlisted personnel.</i> (Only former rated pilots, commissioned officer, or warrant officer serving in an enlisted status.) Under original rating enter the type and date.	
14	FLYING STATUS/INSTRUMENT CERTIFICATION. No entry is required on the DA Form 2-1.	
15	<p>INTERNSHIPS, RESIDENCES, AND FELLOWSHIPS.</p> <p><i>Entries.</i> Record all internships, residencies, and fellowships as follows:</p> <p>1. <i>Internships completed at recognized hospitals.</i></p> <p>(a) <i>Hospital.</i> The name and location where internship was taken.</p> <p>(b) <i>Type of service.</i> The type of training received. <i>Examples:</i> Mixed, straight, medical, surgical, dietetic, clinical psychology, and occupational therapy.</p> <p>(c) <i>Months.</i> Duration of training in months.</p> <p>(d) <i>Year.</i> Year internship was completed.</p> <p>2. <i>Residence and fellowships will be recorded.</i></p> <p>(a) <i>Hospital.</i> Name and location of hospital. Following this entry, indicate residence by "(R)" and fellowship by "(F)".</p> <p>(b) <i>Type of Service.</i> The specialty or branch of medicine in which the residency or fellowship was held.</p> <p>(c) <i>Months.</i> The duration of the residency or fellowship in months.</p> <p>(d) <i>Year.</i> Year residency or fellowship was completed.</p>	
16	<p>HOSPITAL/TEACHING APPOINTMENTS AND PRIVATE PRACTICE. <i>Record entries as follows:</i></p> <p>1. <i>Hospital and teaching appointments.</i> Any staff or teaching positions held by the medical officer after completion of internships, residency, and fellowships will be recorded. Entries will be made as follows:</p> <p>(a) <i>From-through.</i> Inclusive year and month of service.</p> <p>(b) <i>Institution/location.</i> The name and location of the hospital or education or medical institution at which the staff or teaching position was held.</p> <p>(c) <i>Type.</i> The staff position, if identified, with subject taught.</p> <p>(d) <i>Duration.</i> The number of hours per week.</p> <p>2. <i>Private practice.</i> Record the from and through dates and the location and type of private practice performed by the medical officer. Enter the periods as private practitioner in chronological order. Limit entry to space provided. Omit government, industrial, corporative, and similar employment where paid on salary. This employment will be entered in item 26.</p> <p>(a) <i>From-through.</i> Inclusive year and month in private practice.</p> <p>(b) <i>Location.</i> Address (city and state) of private practice.</p> <p>(c) <i>Type.</i> Type (specialty) of practice.</p> <p>(d) <i>Duration.</i> Approximate amount of time, in percent, devoted to the type of practice recorded.</p>	
17	<p>CIVILIAN EDUCATION AND MILITARY SCHOOLS</p> <p>1. <i>Civilian education.</i></p> <p>a. <i>General.</i></p> <p>(1) The terms "colleges" and "universities" are used interchangeably for the purpose of this item. They are defined as colleges and universities listed in the Accredited Institutions of Postsecondary Education published annually by the American Council of Education and the Education Directory, Colleges and Universities, published by the U.S. Government Printing Office. The publication is available at local Education Centers. Entries at the high school graduate level (recorded only for enlisted personnel) or higher will include only academic/vocational education for which the soldier presents adequate supporting documents. For enlisted personnel stationed overseas, GED test results showing no standard score below 35 and an average standard score on all five tests of 45 or above, will be accepted as adequate documentations of high school completion for Army personnel purposes. After entry, documents will be returned to the individual. <i>If the individual does not have supporting documents readily available when DA Form 2-1 is initiated, a temporary pencil entry will be made pending substantiation. Pencil entries not substantiated within 1 year from date of entry will be deleted, and a change will be made to the civilian education on DA Form 2-series if appropriate. For foreign colleges/universities, credentials must be evaluated per AR 601-210 before posting.</i></p> <p>(2) Initially and upon remake of DA Form 2-1, separate entries will be made to indicate the highest level of civilian education completed. Record all college, graduate, and postgraduate degrees except when a higher level degree in the same discipline is attained. Degrees awarded under "external" degree programs of accredited colleges and universities will be recorded. For enlisted personnel who have completed 15 semester hours (22 quarter hours), or more, of college work, the entry for high school will not be required.</p> <p>(3) Subsequent entries will be made on separate lines to indicate completion of high school (for enlisted personnel), U.S. Armed Forces Institute (USAFI) or Defense Activity for Non-Traditional Educational Support (DANTES) independent study courses accepted by an accredited college or university toward the award of a degree, extension courses given by other regionally accredited colleges and universities, resident college-level evaluation, College Level Examination Program-General Examination (CLEP-Gen Exam), associate degree, baccalaureate degree, graduate degrees, postgraduate work, and all short courses completed by AMEDD officers while on active duty. Medical seminars, symposiums, and conferences will not be recorded.</p>	<p>AR 95-1</p> <p>AR 220-58</p> <p>AR 351-1</p> <p>AR 601-210</p> <p>AR 621-1</p> <p>AR 621-5</p> <p>DA Pam 5-2</p> <p>DA Pam 5-2-1</p> <p>DA Pam 351-4</p> <p>DA Pam 351-20</p> <p>USAFI correspondence courses listed in Appendix of ACE Guide and Handbook DANTES Independent Study Catalog</p> <p>DOD 1322.8</p>

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p>(4) In a typical program, a semester level of undergraduate college denotes completion of 15 semester hours or 22 quarter hours; 1-year level, 30 semester hours or 45 quarter hours; 2 year level, 60 semester hours or 90 quarter hours; 2 1/2-year, 75 semester hours or 112 quarter hours; 3-year level 90 semester hours or 135 quarter hours; and 4-year level, college degree. (1.5 quarter hours equals 1 semester hour, 30 semester hours equals 1 year of college). Prior to changing a college civilian educational level entry on the DA Form 2A (SIDPERS) the transcript must have a raised seal and a copy of diploma, if appropriate.</p> <p>b. <i>Exception.</i> Request for authority to record courses of instruction not provided for in this regulation will be submitted to HQDA(TAPC-PDO), 200 Stovall Street, ALEX VA 22332-0400. Description of the course content will be included in the request for approval. Copies of soldiers DA Form 2A and DA Form 2-1 will be enclosed.</p> <p>2. <i>Military schools.</i></p> <p>a. <i>General.</i></p> <p>(1) Entries will be made for the successful completion of each formal course of instruction resulting in the award of an SSI/MOS, ASI or SQAI which makes a direct contribution to proficiency in a particular SSI/MOS, for completion of Army extension course, and for courses attended but not successfully completed. For schools and courses not otherwise provided for in this regulation an entry will be made for successful completion of any course in instruction conducted under military sponsorship or direction, <i>if attendance equals or exceeds 40 hours.</i></p> <p>(2) The following types of schools/courses will be entered as separate line entries:</p> <p>(a) Military schools (courses of 40 hours or more and MOS-producing courses listed in DA PAM 351-4).</p> <p>(b) Army, Navy, and Air Force extension courses (upon completion at an entire series or course).</p> <p>(c) Courses in atomic and nuclear devices.</p> <p>(d) Graduate-level courses conducted at the National Defense University.</p> <p>(e) NBC Defense Officer/NCO Course (2E-SI3R/ 494-SQF C) completed at the U.S. Army Chemical Center and School (AR 220-58).</p> <p>(f) U.S. Army War College nonresident course enrollment and status.</p> <p>(g) Courses in common specialist training conducted at training centers.</p> <p>(h) Courses conducted by the U.S. Army Reserve, if recognized by the Army as MOS producing.</p> <p>(i) Warrant Officer Senior Course nonresident enrollment and status.</p> <p>(j) Army Officer Candidate Courses (AR 351-5).</p> <p>(k) Army Warrant Officer Helicopter Course.</p> <p>(l) Noncommissioned Officer Education System (NCOES) graduates.</p> <p>(m) "FAST TRACK" Program Graduates.</p> <p>b. <i>Exception.</i> Request for authority to record courses of instruction not provided for in this regulation will be submitted to HQOA (TAPC-PDO), ALEX VA 22332-0400. A description of the course content will be included in the request for approval. Request pertaining to courses of instruction at less than 40 hours duration will not be approved unless they are exceptionally significant to the military service.</p> <p>3. <i>Recording of entries.</i> Civilian education and military schooling will be recorded in chronological order. Post-graduate education, other than semester hours completed, will be recorded by separate entries for each college attended. Entries for graduate of a 3-year hospital school of nursing will reflect 2-year college level.</p> <p>a. <i>School column.</i> The name of civilian or military school. Indicate equivalent schooling resulting from GED tests. For enlisted soldiers, "State Department of Education" will be entered when high school credit is obtained from this course, based on HS-GED. Enter "HS-GED" when credit is not received from a high school or a State department of education. For internship in industry, (Training with Industry) enter name of the industry instead of school name. Include the education level of courses pursued in civilian institutions by one of the following abbreviations in parentheses: "COL"—college courses or academic years completed at the baccalaureate level; and, "Grad"—courses or academic years pursued on the graduate level beyond the baccalaureate degree. For extension courses, enter the abbreviated name of the school (Example: USATSCH).</p> <p>b. <i>Major/Course/MOSC column.</i></p> <p>(1) Enter the type of specialization, if any, which applies to the school attended, or name of a specific course completed. If no specialization applies, enter "General." For college and graduate study, enter the name of the major subject or curriculum, followed by the minor subject in parentheses. <i>Example:</i> Civil Engr (Geodesy).</p> <p>(2) Enter the name of the course followed by the AOC/MOS/SQI ASI/LIC when a military course qualifies the individual for award of an AOC/MOS/SQI/ASI/LIC will be recorded in parentheses. (Example: Pers Sr Sgt(75Z); Airborne(SQI P)).</p> <p>(3) For Army extension courses, enter an abbreviated title for the extension course shown in DA PAM 351-20 and the Branch AOC or MOS in which completed. (Example: AG Off Basic Crs (42); AN-COC-AC(75Z)).</p> <p>(4) For internship in industry (Training with Industry (TWI)), enter "Intern" in parentheses following the name or title of the internship.</p> <p>(5) Enter the appropriate NCOES course title, whether active Army or Reserve component, and MOS for schooling completed under the Noncommissioned Officers Education System. (Examples: SMA GRAD (Resident or nonresident); BNCOC-AC(63B); ANCOC-RC (75Z). Enter "NCO Acad Grad" for soldiers who completed an NCO Academy prior to 1 Oct 76.</p> <p>c. <i>Duration column.</i></p> <p>(1) For civilian courses completed prior to initiation of the DA Form 2-1, enter the number of academic years, semester, or quarter hours completed.</p>	

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p>(2) For military courses, enter the number of actual calendar years, months, or weeks actually attended. Use the abbreviations "yr," "mo," or "wk." For RC courses attended in an IDT status over several periods, enter the total number of days attended with the abbreviation "dy."</p> <p>(3) For extension courses, enter (ext).</p> <p>d. <i>Completion column.</i> "Yes" to indicate successful completion of instruction, or "No" to indicate non-completion.</p> <p><i>Note:</i> For individuals who do not meet the standards in AR 600-9 and are issued a certificate of completion in lieu of a certificate of graduation, enter <i>in pencil</i> "Yes." After the individual meets the AR 600-9 standards and is issued a certificate of graduation from the service school, erase the pencil "Yes." and replace it with a typed "Yes."</p> <p>For vocational-technical, junior college, college, and graduate courses, enter the following instead of "Yes." or "No.":</p> <p>(1) If a degree was awarded, enter the degree title.</p> <p>(2) If a diploma or certificate was awarded, enter "Dipl" or "Cert." For study completed at foreign institution under the auspices of an internationally recognized scholarship, fellowship, or grant (such as, Rhodes Scholar or Olmsted Scholar) enter "Dipl—MS Equiv," "Dipl—MA Equiv," or "Cert—MA Equiv."</p> <p>(3) If institutional credit only was awarded, enter the number of semester hours followed by the abbreviation "SH". Quarter hours will be converted to semester hours by multiplying by two and dividing by three.</p> <p>(4) When professional chaplains are awarded certificates or licentiates instead of degrees for training beyond the college level, the abbreviation, "Cert," or "Lic," followed by the number, will be entered.</p> <p>e. <i>Year column.</i> Enter year (last two digits) to denote last year of attendance.</p> <p>f. <i>Entries without regard to column headings.</i></p> <p>(1) <i>Enrollment in the U.S. Army War College Corresponding Studies Course and Warrant Officer Senior Course—Non-Resident.</i> Enrollment and status while enrolled will be entered <i>in pencil</i>. Initial entry consisting at course name, class (CL), completion year (two digits), and beginning date will be entered when notified of officer's selection for enrollment. This entry will be updated upon completion of first resident phase, disenrollment, or deferral. <i>Example:</i> USAWCCSC, CL-74, 780701, COMPL 1ST RES PH 76, USAWCCSC CL-72, 760710, DISENROLLMENT 7702, and USAWCCSC, CL-72, 700701, DEFERRED CL-74. Upon completion of course, the pencil entry will be erased and a new entry made the same as for the resident course. Entry in "Major/Course/MOSC" column will reflect nonresident course and class number if applicable (example "Nonres C1-73").</p> <p>(2) <i>Comprehensive college tests and DA evaluations.</i> Entries for successful completion of comprehensive college tests or DA evaluation will indicate name of test, grade equivalent, and year test was administered.</p> <p>(3) <i>College-Level Examination Program General Examination (CLEP—Gen Exam).</i> Enter CLEP—Gen Exam, numbers of tests satisfactorily completed and year examination was administered.</p> <p>(4) <i>Medical Degree (MD) Award Date.</i> Enter the MD award date i.e., the date of graduation from medical school. <i>Example:</i> MD Awd Date 730605.</p> <p>(5) <i>Dental Degree (DDS) Award Date.</i> Enter the DDS award date, that is, the date of graduation from dental school. <i>Example:</i> DDS Awd Date 780701.</p> <p>g. <i>Accounting for civilian college courses, including USAFI and DANTES courses, accepted by an accredited college or university, completed subsequent to education recorded in this item or upon initiation of DA Form 2-1.</i></p> <p>(1) When a soldier completes a college course, an initial <i>pencil entry</i> will be made on last line of this item to indicate the school attended, semester hours credited, and year course was completed. No entry will be made in the "Major/Course/MOSC" or "Durat" columns.</p> <p>(2) The initial entry will be changed to reflect most recent school attended, an accumulated total of semester hours credited, and year the last course was completed.</p> <p>(3) Upon award of a degree toward which semester hours indicated in the "Comp" column were credited, the <i>pencil line entry</i> will be erased and permanent entry recorded as prescribed for college graduates.</p>	<p>AR 351-1  AR 621-1  AR 621-5  DA Pam 5-5  DA Pam 5-2-1  DA Pam 351-20</p>
18	<p><b>APPOINTMENT AND REDUCTIONS</b></p> <p>1. <i>Entries.</i></p> <p>a. <i>Officer personnel.</i> Each appointment including integration the Regular Army, accepted by ARNGUS and USAR warrant officers and each promotion or reduction will be recorded in chronological order as indicated below.</p> <p>(1) <i>Grade.</i> Enter grade in abbreviated form.</p> <p>(2) <i>Component.</i> Enter RA, USAR, AUS (AUS applies to warrant officers, LTG and GEN only after 15 Sep 81), or ARNGUS, as appropriate. When an ARNGUS officer reverts to USAR status, an entry changing components is required.</p> <p>(3) <i>Effective date.</i> Enter the effective date indicated in the instrument of appointment, promotion, or reduction. If an effective date is not reflected, enter the date of the instrument. If an oath of office is required, the date of acceptance of appointment will be entered as the effective date. For ARNGUS soldiers, this instrument is the memorandum announcing such action in the Reserve of the Army. Effective date will be the "A" date in the memorandum.</p>	<p>AR 135-100  AR 135-101  AR 135-155  AR 135-210  AR 135-178  AR 135-215  AR 140-158  AR 145-1  AR 310-10  AR 600-20  AR 600-200  AR 601-100  NGR 600-200  NGR 614-1</p>

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p>(4) <i>Date of eligibility.</i> Pertains to commissioned officers NOT on active duty and warrant officers only. Enter the promotion computation date from which eligibility is computed for promotion to the next higher ARNGUS or USAR grade. The eligibility date for an initial ARNGUS or USAR appointment is the date the appointment was accepted except for certain ROTC graduates. The promotion computation date for an ROTC cadet graduating in 1965 or later who accepts appointment in the Reserve under 10 USC 2106 or 2107 in May or June of any year, will be the date of graduation of the USMA class of the year. The eligibility date for an initial ARNGUS or USAR appointments is specified in the promotion instrument or, if not specified, is the date of the instrument. For ARNGUS officers, this will be entered only if the memorandum of promotion as an officer in the Reserve of the Army indicates a "B" date. This date will be used to compute the officer's next promotion. Entries in this column will be <i>in pencil</i>.</p> <p>(5) <i>Date of rank.</i> Enter the date of rank (as computed under AR 600-20) for each officer serving on AD.</p> <p>(a) Temporary (AUS) date of rank for warrant officers and Active Duty List (ADL) date of rank for commissioned officers will be extracted from orders. An adjusted date of rank will be computed (AR 600-20) and entered for all Reserve component warrant officers upon entry on AD. The adjusted date of rank will be entered <i>in pencil</i> for CW2, CW3, or CW4, and first lieutenant and above. This entry will be converted to a permanent entry upon receipt of orders containing an adjusted date of rank. ROTC graduates who accept a commission in May or June and who enter on AD in May or June of that year, their date of rank will be that of the USMA graduation date for that year.</p> <p>(b) Permanent (RA) date of rank for warrant officers will be extracted from consolidated PERSCOM orders.</p> <p>(c) When a USAR commissioned officer is ordered to AD (after 15 Sep 81), the entry will show the grade in which ordered to AD, USAR followed by (AD) for component, the effective date of AD, and his or her AD date of rank. (AD) in the component block will designate that the entry is the officer's active duty DOR and not his or her USAR promotion eligibility date.</p> <p>(d) When a USAR or ARNGUS warrant officer is ordered to AD, two entries will be made:</p> <p>1 For current serving grade. The entry will show the grade in which ordered to AD, USAR (AD) for component, the effective date of AD, and his or her AD date of rank or PEB as appropriate.</p> <p>2 For USAR or ARNGUS grade. The entry will show current Reserve grade, component, effective date of appointment, and promotion eligibility date.</p> <p>(6) <i>Terminated appointments.</i></p> <p>(a) When an appointment is terminated by resignation or discharge and the individual is not immediately appointed in another service component delete the line entry for appointment.</p> <p>(b) If all appointments are terminated and the individual is not immediately appointed in another component, enter on the next unused line (without regard to columns) "(date) all apt term".</p> <p>(7) <i>Branch transfer.</i> When a branch transfer occurs (other than as indicated in (8) below), disregard column headings and enter the date of transfer and basic branches involved (such as, "800422 trf fr INF to CE").</p> <p>(8) <i>Change of branch (other than branch transfer).</i> A Regular Army officer may be reappointed in one of the special branches (AR 614-100). The officer's reappointment and execution of new oath of office, vacates the previous appointment. Enter (without regard to column headings) "RA apt (date) vacated (and authority)". Appointment in the special branch will also be entered as prescribed above.</p> <p>(9) <i>Details.</i> An entry is required in this item when an officer is detailed or assigned to duty on the Army General Staff; detailed to general staff with troops, to the National Guard Bureau, or as an Inspector General; detailed by an oversea commander, or for Reserve officers not on AD by CG RCPAC, CONUS Army, or oversea area commander to a branch other than his or her basic branch; or, is assigned to duty with another U.S. Armed Force.</p> <p>(a) Enter the branch, Armed Force, or agency to which the officer is detailed, or placed on duty; the effective date; and headquarters authorizing the detail.</p> <p>(b) Upon termination of the detail, enter termination date.</p> <p>(c) Example: "Dtl IG, 681021, HQDA, term 740509."</p> <p>(10) <i>Correction and omissions.</i> A new line entry will be made when lack of sufficient space prevents a legible correction or insertion in its proper place. Enter an asterisk (*) inside the left margin of the grade column to show where the entry would normally be made.</p> <p>(11) <i>Grade and date of rank.</i> The grade in which the soldier is currently serving and date of rank are also shown in DA Forms 2, section B, items 1 and 2.</p> <p>b. <i>Enlisted personnel.</i> Entries will be made in chronological order to reflect each grade to which the soldier is appointed or reduced. They will be made as follows and under the conditions indicated:</p> <p>(1) <i>Grade.</i> Enter grade to which appointed or reduced. Grade will be abbreviated per AR 680-29. For recording promotions and reductions which occurred before 1 July 1968, enter grade and pay grade to which appointed or reduced. Enter "SGT(OC)" or "SGT(WOC)" as appropriate, when soldiers in the rank of CPL/SPC and below entering Officer Candidate School or Warrant Officer Candidate Course are promoted to SGT (one day prior to departure from the losing organization), per AR 600-200, paragraph 7-46.</p> <p>(2) <i>Component.</i> Leave blank for personnel on AD. Enter "USAR" or "ARNGUS" as appropriate, for Reserve component personnel not on AD.</p> <p>(3) <i>Effective date.</i></p> <p>(a) <i>AD personnel.</i> Enter date for lateral appointments only.</p> <p>(b) <i>Reserve Component personnel not on AD.</i> Enter effective date for all appointments (including lateral appointments) and reductions except when on AD.</p> <p>(c) For ARNGUS, enter for lateral appointments or reductions without prejudice.</p>	<p>AR 614-100  AR 680-29</p>

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p>(4) <i>Date of elig/rank.</i> Draw a line through "Elig" in column heading. Enter date of rank as established by authority for the grade.</p> <p>(d) Leave blank for USAR personnel not on AD.</p> <p>(5) <i>Adjusted date of rank.</i> When a soldier accumulates lost time for any reason, the date of rank will be adjusted to reflect the lost time when a reduction is not effected. A new line entry will be made to show the adjusted date of rank. Previous line entries for the same grade will not be deleted. An adjusted DOR will be identified by entering the letter "A" before the date.</p> <p><i>Example:</i> PFC/ / A 7811225. Make the adjustment on a day-by-day basis. <i>For example:</i> Soldier departed AWOL on 28 Jan 81 and returned to duty on 3 Feb 81. Add 6 days (4 days during Jan and 2 days in Feb) to his or her old DOR. Therefore, if the soldier's old DOR was 28 Dec 79, his or her adjusted DOR would be 3 Jan 80. An ARNGUS applicant with prior service in any component of the U.S. Armed Forces, who enlists within 24 months after discharge, will be given an adjusted DOR of original DOR plus elapsed time since discharge, if enlisting in same pay grade held at discharge. If break in service is more than 24 months, DOR equals date of enlistment if enlisting in the same pay grade held at discharge. Enlisted ARNG soldiers transferring from the ING to an active status in the ARNG will be given an adjusted DOR. DOR will be adjusted to delete time spent in the ING.</p> <p>(6) <i>Revocation of grade.</i> Line through entry identifying the grade revoked. Enter the new grade, component, and date of rank, on the next line.</p> <p>(7) <i>Data for Reserve component personnel ordered to active duty.</i> Enter data prescribed in (1) and (4) above. When adjusted date of rank is not included in the AD order, the adjusted date of rank will be computed per AR 600-20 and entered in the date of rank column.</p> <p>(8) <i>De facto status.</i> When the promotion authority (or higher commander in the same chain at command) determines that a soldier in pay grades E-1 through E-6 occupied a higher grade in a de facto status, enter without regard to column headings the grade of rank followed by "(de facto)", inclusive period, the headquarters which declared the de facto status, and the date of authorized document. The de facto status determination must be approved by HQDA before an entry is made for a soldier in pay grades E-7 through E-9. For ARNGUS soldiers, de facto status determination is determined by the promotion authority.</p> <p>(9) <i>Grade and date of rank.</i> The grade in which the soldier is currently serving and date of rank are also shown in DA Forms 2, section B, items 1 and 2. For ARNGUS soldiers, it is shown on the Personnel Qualification Record (Section B, Grade Data).</p>	
19	<p><b>SPECIALIZED TRAINING</b></p> <p>Entries: Record entries for the following types of specialized training and instruction. Additional entries will be limited to those affecting the assignment, classification, and utilization of the soldier and for which no provision is made for entry in another item on DA Form 2-1.</p> <p>a. <i>APT 21-114 (BCT).</i> Enter the date enlisted person completed basic training (ATP 21 121) BCT (ATP 21-114) or One Station Unit Training (OSUT).</p> <p>b. <i>Geneva-Hague Conventions.</i> Enter the date that initial instruction is completed.</p> <p>c. <i>Military justice.</i> Enter <i>in pencil</i> the date instruction prescribed in AR 350-212 is completed. Erase date and enter new date on which additional training in military justice is completed.</p> <p>d. <i>Benefits of honorable discharge.</i> Enter <i>in pencil</i> the date instruction prescribed in AR 350-21 was received by the enlisted member. Erase date and enter new date that additional instructions are completed.</p> <p>e. <i>Functional training leading to award at ASI or SQI (enlisted personnel only).</i> Course or training which award an ASI or SQI and also meet the requirement for entries under military schooling will be recorded only in item 17. An entry is required upon completion of functional training in a school course, new equipment, or contractor training which qualified the individual for an award of ASI or SQI. Enter the ASI or SQI, the word "school" or type of training in parentheses and date completed. <i>Example:</i> K5 (school) 79112.</p> <p>f. <i>Standard of Conduct.</i> A one-time entry will be made that the soldier received the initial briefing per AR 600-50. This requirement is not retroactive.</p>	<p>AR 350-21</p> <p>AR 350-212</p> <p>AR 350-216</p> <p>AR 351-1</p> <p>AR 600-200</p> <p>AR 600-50</p>
20	<p><b>BASIC ENLISTED SERVICE DATE (BESD)</b></p> <p>Item applies to enlisted personnel only. For ARNGUS enlisted soldiers, BESD must be computed and entered upon consideration for promotion to SFC and above and for personnel being promoted under the CASP or Stripes for Buddies Program. When a final grade is awarded under either program, adjust BESD to show minimum TIS with waiver under NGR 600-200, chapter 6, for promotion to final grade awarded. Entry will be made <i>in pencil</i> as follows:</p> <p>a. The date which will reflect the total of all periods of enlisted service, active and inactive, as a member of a Regular and Reserve components of the Armed Forces of the United States. Except time spent in the delayed entry program (DEP).</p> <p>b. In making the initial entry for personnel who enter the Army under the provisions of the Army Civilian Acquired Skills Program, enter the date that will reflect a constructive credit date. This date will show a total of six months enlisted service unless soldier already has six or more months enlisted service in any component. When a final grade is awarded in accordance with the program, adjust the BESD to show the minimum time in service with waiver required by AR 600-200, chapter 7 for the grade awarded. The BESD determined will be maintained through SSG. Upon promotion to SFC, adjust the BESD to reflect the total at all periods of enlisted service, active and inactive, as a member of the Regular and Reserve component of the Armed Forces of the United States. Service not creditable in computation of basic pay will not be included.</p> <p>c. If a soldier did not enter the Army Civilian Acquired Skills Program or is serving in the rank SFC thru SGM and all service was in an enlisted status, the BESD is the same as PEBD (Pay Entry Basic Date) shown in DA Forms 2, section IV, item 1.</p>	<p>AR 18-12-4</p> <p>AR 600-33</p> <p>AR 630-10</p> <p>MCM</p> <p>DODPM</p> <p>AR 630-5</p>
21	<b>TIME LOST (10 USC 972)</b>	



**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p>1. <i>General.</i> An enlisted person in one of the following categories is liable, after return of full duty, to serve a period. This period, when added to the period served before absence from duty, amounts to the term for which enlisted or inducted.</p> <p>a. Desertion.</p> <p>b. Absence from organization, station, or duty for more than 24 hours without proper authority.</p> <p>c. Confinement for more than 24 hours while awaiting trial and disposition of case, and whose conviction has become final.</p> <p>d. Confinement for more than 24 hours under a sentence that has become final.</p> <p>e. Unable for more than 24 hours, as determined by competent authority, to perform duties because of intemperate use of drugs, alcoholic beverages, or because of injury resulting from misconduct.</p> <p>2. <i>Recording of absences.</i> An absence of 24 hours or less will not be recorded. Absence exceeding 24 hours will be recorded, showing the inclusive dates and the total number of days (actual number of days absent) required to be made good. In making entries the day of departure is a day of absence and the day of return is a day of duty, regardless of the hour that the absence began or terminated.</p> <p>3. <i>Absence without proper authority or in desertion.</i> Enter all absences without leave exceeding 24 hours. Arrest by civil authorities while absent without authority does not change the soldier's status of absence without leave (AWOL). <i>Examples of circumstances and permanent entries required are as follows:</i></p> <p>a. Duty to AWOL. AWOL 2350, 1 July 1980. Returned 0001, 3 July 1980.</p> <p>b. AWOL for less than 24 hours. AWOL 2350, 1 July 1980. Returned 2245, 2 July 1980. (No entry required on DA Form 2-1 because the absence was less than 24 hours.)</p> <p>c. Leave to AWOL. Leave granted for 10 days from 2 August 1980 through 11 August 1980. Returned 1200, 15 August 1980. (When a soldier fails to return from leave on the proper date and failure to return has not been excused or authorized, the day following the last day of leave will be the first day of AWOL.)</p> <p>d. AWOL to absent in civil confinement, to duty. Absent without leave 0001, 1 September 1980. Confined by civil authorities 14 September 1980. Returned 2330, 14 September 1980. When a soldier in AWOL status is confined by civil authorities of civil offense, time in such confinement will be included in the entry covering the period of AWOL. The entry will be made under item 27 showing date of arrest by civil authorities, the fact that the soldier was in AWOL status at time of arrest, the nature and date of commission of the offense for which arrested whether tried and convicted, and if convicted, the sentence adjudged. If the soldier is released by civil authorities because of reparation made, this fact will also be recorded in entry under "REMARK".</p> <p>e. Time in confinement. Placed in pre-trial confinement 0800, 15 September 1980. Returned to duty 30 September 1980. (Enter the time actually in confinement for more than 1 day under sentence, or while awaiting trial if the trial results in conviction and sentence is executed. The "From" and "Thru" dates will reflect the first day of confinement (800915) and the date preceding the day of release from confinement (800929), the number of days to be made good (15), and the reason.)</p> <p>(1) When awaiting trial. When a soldier is placed in confinement or is awaiting trial or disposition of case, the date confined will be entered <i>in pencil</i>. If the soldier is acquitted, the <i>pencil entry</i> will be erased. When the result of the trial is known and the soldier is convicted and sentence is ordered executed, the <i>pencil entry</i> will be erased. The entry will be printed in ink or typed, showing the date on which confinement began. When a permanent entry has been made because of conviction, and all findings and sentence are subsequently set aside with all rights and privileges restored, the entry will be lined through. Caution will be exercised to insure that deletions are not made until appellate reviews are completed.</p> <p>(2) Absent in custody of civil authorities. When a soldier not in AWOL status is confined by civil authorities and convicted, the date of such confinement will be entered, followed by a notation "See item 27." An entry will be made in item 27 showing date of arrest by civil authorities, the nature and date of commission of offense for which convicted, and sentence adjudged. If not convicted, no entry will be made in either this item or item 27 for time lost. When a soldier is absent from his or her organization, station, or duty for more than 24 hours without proper authority, as determined by competent authority, and is later released from civil authorities because of reparation made, the soldier will be required to make good the time lost. An entry will be made based on the unauthorized absence determination.</p> <p>f. Line of duty—No. Unable to perform duty as a result of own misconduct. Enter time lost when a soldier is unable for more than 24 hours, as determined by competent authority, to perform his or her duties because of intemperate use of drugs or alcoholic beverages, or because of disease or injury resulting from own misconduct. (See AR 600-8-1.) When line of duty determination is changed from "NO" to "YES", entry in this item because of such absence will be lined through.</p> <p>g. Time lost subsequent to normal ETS. Enter the following absences for more than 24 hours after the normal date of ETS; absent without proper authority or in desertion; time in confinement under sentence or while awaiting trial or disposition of case (if trial results in conviction); time lost through use of drugs or alcoholic beverages; and time lost because of disease or injury resulting from soldier's own misconduct. If retained in the service for medical care or hospitalization (55 Stat, 797, 10 USC 628a and M. L. 1949 Sec 283), an entry will be made in this item. Enter date of the 1st day of absence and date of the day preceding day of return to duty, number of days absent, and reason for the absence. The entry under "REASON" will contain "after ETS" to distinguish this entry from time lost under 10 USC 972.</p> <p>(1) Entries for item 8 are typical for soldier who enlisted 5 July 1977. AWOL 27 June 1979. Returned to military control 9 July 1979. Placed in confinement same date. Released from confinement 8 August 1979. Term of service, normal period of service, and the last day of absence to be made good.</p> <p>(2) Entries for item 9 are typical for a soldier who enlisted 5 July 1976. Admitted to hospital 28 June 1979, disease is the result of own misconduct. Returned to duty 2 September 1979; therefore, 4 July 1979 is the last day of normal enlistment and the last day of time lost to be made good.</p>	

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p><i>h.</i> Absence without leave excused as unavoidable. When absence without leave is excused as unavoidable, it will not be counted as time lost under 10 USC 972. Entry will be lined through, initialed, and dated by the custodial officer. An explanation of the circumstances surrounding the excused absence (AWOL) will be made in item 27.</p> <p><i>i.</i> AWOL to dropped from rolls (desertion). AWOL 2250, 1 July 1980. Dropped from rolls (desertion) (DSTN), 1 August 1980. (Enlisted personnel may be dropped from the rolls of an organization at an earlier date under conditions prescribed in AR 630-10. When the enlisted person is dropped from the rolls of an organization, the AWOL entry will be completed by entering, <i>in pencil</i>, a dash in the "Thru" and "Days" Columns and "To DSTN (see item 35)" in the "REASON" column.)</p> <p><i>j.</i> Deleted entries. All entries lined out will be initialed and dated by the personnel officer.</p> <p><i>k.</i> AWOL to dropped from the rolls and return. (See fig 5-4, item 11.) When a soldier is returned to military control, erase the pencil dashes previously entered, complete the "Thru" and "Days" Columns and add "&amp; rtn" to the reason column.</p>	
	<b>Section IV—Personal and Family Data</b>	
22	<p><b>PHYSICAL STATUS</b> (No entry required for ARNGUS personnel)</p> <p>Entries: The findings of the latest medical examination, as determined and furnished by the examining medical officer, will be entered, <i>in pencil</i>, as follows:</p> <p><i>a.</i> <b>Height.</b> Enter height in inches (do not record fractions, such as ¼, ½).</p> <p><i>b.</i> <b>Weight.</b> Enter weight in pounds. (Do not record fractions, such as ¼, ½).</p> <p><i>c.</i> <b>Glasses.</b> Place an "X" in YES or NO to denote whether or not the soldier wears prescription glasses.</p> <p><i>d.</i> <b>Date of exam.</b> Enter the date the last medical examination was completed.</p>	AR 40-501
23	<p><b>PLACE OF BIRTH AND CITIZENSHIP</b> (No entry required for ARNGUS personnel)</p> <p>Entries. Record date pertaining to soldier and spouse as follows:</p> <p><i>a.</i> <b>Self.</b> Enter the state or foreign country in which the soldier was born. The name of the country as it was on the date of birth will be used.</p> <p><i>b.</i> <b>Spouse.</b> Enter, <i>in pencil</i>, the state or foreign country in which the individual's spouse was born. The name of the country as it was on the date of birth will be used.</p> <p><i>c.</i> <b>Citizenship of spouse.</b> Enter one of the following <i>in pencil</i> to indicate citizenship of spouse:</p> <p>NATIVE-BORN—if a spouse is a native born U.S. citizen.</p> <p>NATURALIZED—if a spouse is a naturalized citizen of United States. Also enter year that spouse was naturalized.</p> <p>ALIEN—if spouse is a citizen of a country other than the United States.</p> <p>DERIVATIVE—if spouse is a derivative citizen.</p> <p><i>d.</i> <b>Change of spouse.</b> If the soldier remarries after death or divorce from spouse, erase entries pertaining to former spouse and enter data for the new spouse. If the soldier does not remarry, erase entries pertaining to former spouse.</p>	Procedure 6-4 —
24	<p><b>NUMBER OF DEPENDENTS</b> (No longer required to be posted for Active Army.)</p> <p>Entries. Record, <i>in pencil</i>, as follows:</p> <p><i>a.</i> Number of family members in each category as defined in AR 37-104-3.</p> <p><i>b.</i> Erase entry and record appropriate data if the number of family members changes.</p> <p><i>c.</i> The total number of family members will be shown in DA Forms 2, section I, item 8.</p>	AR 37-104-3 IRS Form W4
25	<p><b>HOME OF RECORD/ADDRESS</b> (No longer required to be posted for Active Army.)</p> <p>1. Home of record (personnel on AD only).</p> <p><i>a.</i> The term "home of record" means the place (city and state or country) recorded as the home of the individual when commissioned, reinstated, appointed, reappointed, enlisted, reenlisted, inducted, or ordered into the relevant tour of AD.</p> <p><i>b.</i> Enter on the first line "HOR," and the city and state (or city and country if other than USA).</p> <p><i>c.</i> Requests for change in Home of Record with complete justification will be forwarded as follows:</p> <p><i>Officers:</i></p> <p>Commander, U.S. Total Army Personnel Command ALEX VA 22332-0400</p> <p><i>Enlisted:</i></p> <p>Commander USAEREC ATTN: PCRE-RP Ft. Benjamin Harrison, IN 46249-5300</p> <p>2. Address.</p> <p><i>a.</i> An entry is required for all Reserve or National Guard personnel not on AD.</p> <p><i>b.</i> Enter, <i>in pencil</i>, the address designated by the soldier for receipt at personal mail. ZIP Code will be included in address. Validity and updating when a change occurs is essential since the address will be used for forwarding official correspondence direct to the soldier.</p> <p><i>c.</i> AR 65-75 applies in determining the appropriate mailing address for the soldier stationed in oversea areas and those who receive their personal mail through a CONUS unit mail service.</p>	AR 65-75 AR 135-133 AR 614-30 Vol 1, Joint Travel Regulation (JTR)
26	<b>CIVILIAN OCCUPATION</b> (No longer required to be posted for Active Army or Army National Guard)	AR 135-133

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p>1. Entries. Indicate the soldier's main civilian occupation and related information. Factors to be considered in determining the main civilian occupation are: duties performed in each job, length of time in each job, recency of experience, techniques and skills involved, degree of skill required, degree of authority and responsibility required, and specialized training. Specific entries will be made as indicated below. (<i>Pencil entries</i> will be used for Reserve component personnel not on AD.)</p> <p><i>a. Job title.</i> Enter job title (from Dictionary Occupational Titles (DOT)) most clearly describing the soldier's main civilian occupation. If never employed, enter "NONE" and leave remainder of item blank.</p> <p><i>b. DOT code.</i> Enter code (from DOT) that identifies the job title.</p> <p><i>c. Months employed.</i></p> <p>(1) <i>Active Army.</i> Enter the total number of months employed in the occupation. For part-time employment, equate time employed to full-time.</p> <p>(2) <i>Reserve Component.</i> Enter year and month employment commenced. If not currently employed in the occupation, enter total number of months held and year terminated.</p> <p><i>Example: 7701 and 28 mo/78.</i></p> <p><i>d. Duties performed.</i> Enter brief description of duties performed. If employed only as a trainee, enter "NONE".</p> <p><i>e. Employer.</i> For Reserve component personnel not on AD, enter the current employer's name and address or "SELF-EMPLOYED." Leave this portion of the item blank for personnel on AD (other than ADT).</p> <p>2. Entries for personnel with 5 or more years continuous AD.</p> <p><i>a.</i> Enter "Professional Soldier" as the job title and "378.000" (officer) or "378.999" (enlisted) as the DOT code.</p> <p><i>b.</i> Entries will be made per paragraph 1 if the soldier objects to use of the title "Professional Soldier".</p>	Dictionary of Occupational Titles (DOT)
27	<p><b>REMARKS</b></p> <p>Data will be limited to entries authorized in this regulation. Enter a virgule (/) after each entry if more than one is recorded on the same line.</p> <p><i>a. Fraudulent or invalid entry into the service.</i></p> <p>(1) An entry is required when retention in the service is directed for an enlisted person who concealed information that would have resulted in rejection of an enlistment, induction, or period of service. Enter "Discharge action based on fraudulent entry is waived and retention authorized on (date)".</p> <p>(2) If a soldier is released because of an invalid enlistment, and is not furnished any kind of certificate, an entry will be made to this effect.</p> <p><i>Example: Rel fr mil con by virtue of voided enl (cite order No., dates, and issuing HQ).</i></p> <p><i>b. Civil confinement.</i> If a soldier is not in AWOL status, but is confined and convicted by civil authorities, an entry will be made showing the date and place of arrest, the nature and date of the offense for which arrested, and the sentence adjudged. If the soldier is in AWOL status, information concerning the offense and the disposition will be entered, whether convicted or acquitted. <i>Example: (Confined and convicted) Arrested (date) by civil auth Pittsburgh, PA, while on auth pass, chg larceny (date), convicted and sentenced to one year state penitentiary; (confined and acquitted) Arrested (date by civil auth Pittsburgh, PA, while in AWOL status, chg larceny (date), held for trial, acquitted.</i></p> <p><i>c. Restoration to duty.</i></p> <p>(1) If a soldier having a dishonorable or bad conduct discharge is restored to duty, enter the fact, the date restored to duty, and authority.</p> <p><i>Example: Hon rest to dy (date), Ltr Sixth USA (date).</i></p> <p>(2) If a prisoner is restored to duty, and enlisted for a period equal to the unserved portion of the current enlistment or obligation to serve, enter the exact period of enlistment in years, months, and days.</p> <p><i>Example: Hon rest to dy (date) Order Sixth USA (date), unserved portion of the enlmt 1 yr, 4 mo, 5 da.</i></p> <p>(3) If desertion is admitted and the soldier is restored to duty without trial, enter the date restored to duty. The date of desertion and complete reference to the document directing the restoration will also be entered. The date of restoration will also be entered. The date of restoration is the date the document authorizing the restoration to duty without trial is received at the installation where the soldier is serving or is in confinement, unless the date is otherwise specified in the authorizing document.</p> <p><i>Example: Rest to dy w/o trial (date), desertion (date) admitted, auth ltr Sixth USA, subj: (subject of documents), (date).</i></p> <p><i>d. Removal of desertion charges.</i> If a charge of desertion is removed as having been erroneously made, enter the source and date of the document authorizing removal of the charge.</p> <p><i>Example: Chg of desertion (date) removed, erroneously made, ltr First USA (date).</i></p> <p><i>e. Nonrated periods (officer personnel only).</i> All nonrated periods (AR 623-105, para 4-10c(2)) will be accounted for and explained in this item. Enter, <i>in pencil</i>, the nonrated period or periods shown in the cumulative total in column "Nonrated days," Item 35, and the reason the officer was not rated.</p> <p><i>Example: 77 days nonrated: 810510-810530 Casual; 810531-810701 Change of duty; 810702-810801 Hospital. Erase these entries once they are accounted for on an OER. (Note: Periods of leave less than 30 days will not be indicated unless the leave, hosp, schooling, confinement, or AWOL, in conjunction with other nonrated absence totals 30 or more consecutive days (AR 623-105, para 4-10c(2)(c)).</i></p> <p><i>f. Not favorably considered for award of Good Conduct Medal (AGCM).</i> An entry will be made at the time the soldier is eligible for award of the AGCM but is not favorably considered. <i>Example: NFC for award AGCM (date), AR 600-37 complied with.</i></p> <p><i>g. MC and DC officers drawing continuation/variable incentive pay.</i> Enter "Continuation Pay" or "Variable Incentive Pay" and, <i>in pencil</i>, the effective date of the contract.</p>	<p>AR 635-200</p> <p>AR 135-175</p> <p>AR 623-105</p> <p>AR 135-178</p> <p>AR 600-85</p> <p>NGR 600-200</p> <p>AR 623-105</p>

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p><i>h.</i> Submission of Officer Evaluation Report (DA Form 67-8). For USAR officers on AD in Regular Army Enlisted status, enter "DA Form 67-8 submitted for period" on last line of this item. Period covered by the most recent evaluation report will be recorded <i>in pencil</i> and updated upon submission of each report.</p> <p><i>i.</i> Aviation Career Incentive Act of 1974 Information is topfed by DA and no entry is required on DA Form 2-1.</p> <p><i>j.</i> A <i>pencil entry</i> will be made when DA Forms 2 and DA Form 2-1 are forwarded to HQDA for Enlisted selection, retention or NCOES boards. This entry will be updated as appropriate. If soldier is selected, entry will be erased upon next scheduled review of records. <i>Example:</i> DA Forms 2 and DA Form 2-1 forwarded for CSM board (date).</p> <p><i>k.</i> Discharge action waived and retention approved. When discharge action is waived per AR 635-200, chapter 5, and retention on AD is approved, enter "Separation considered and retention is authorized on (date)."</p>	<p>AR 635-200  AR 135-178  AR 600-85  NGR 600-200</p>
	<p><b><i>l. (Rescinded.)</i></b></p> <p><i>m.</i> An entry will be made for all personnel age 40 and over to reflect the status of their cardiovascular screen. For individuals with no screening results, enter "Not Screened." For individuals who have taken the age 40 and over cardiovascular screen and are medically cleared to participate in PT, enter "Over-40, PT Qualified (date of clearance)." For individuals with screening results that indicate they are not medically cleared to participate in PT, enter "Not qualified for over 40 PT (date of evaluation)." In all cases, the entire entry should be in pencil.</p> <p><i>n.</i> For soldiers who served directly in the Grenadan Operation between 23 Oct 1983 and 21 Nov 1983, and were eligible for and awarded an Armed Forces Expeditionary Medal for this operation, a permanent entry will be made: "Duty in imminent danger pay area (Grenada) (incl dates)."</p> <p><i>o.</i> For soldiers who served directly in Operation Just Cause in Panama between 20 Dec 89 and 31 Jan 90, and were eligible for and awarded an Armed Forces Expeditionary Medal for this operation, a permanent entry will be made: "Duty in imminent danger pay (Panama) (inclusive dates)."</p> <p><i>p.</i> The custodian of the record will enter ARNG/State awards in the lower half of this section (approximately 6 lines from the bottom) as a pencil entry. Use procedures prescribed for item 9.</p>	
	<p><b>ITEM CONTINUATION</b></p> <p>Record additional entries from other items on DA Form 2-1 (other than 27, Remark or item 35), when space provided in those items has been completely used. If "OTHER" is reflected in DA Form 2, section I, item 6 and the soldier specifies a particular race, enter the specified race in this item. No other entries will be continued from DA Forms 2. If necessary to continue an item to this section of the record, an "X" will be placed in continuation portion of the title of the particular item being continued.</p> <p><i>a. Item No.</i> Enter the number of the item being continued.</p>	
28	<p><i>b. Data.</i> Enter the subject matter in the same format as prescribed for recording it in the item being continued.</p>	
29	<p><b>DATE DA FORM 2-2 OR 20B PREPARED</b></p> <p>Enter date that DA Form 20B or DA Form 2-2 (Record of Court-Martial Conviction) was prepared. Date of court-martial order will be entered beginning 1 Oct 85 and after. <i>Example:</i> 851001/851120/.</p>	
30	<p><b>DATE DUPLICATE DA FORM 2-1 SUBMITTED</b></p> <p>(No entry required for ARNGUS personnel) A duplicate copy of DA Form 2-1 must be prepared for enlisted personnel identified in paragraph 5-3a(4). Enter date that duplicate copy is submitted to HQDA. Before forwarding a copy of DA Form 2-1, the Personnel Office will authenticate the corrections and accuracy.</p>	
31	<p><b>REPORT OF CHANGES—Not used.</b></p>	
	<p><b>Section IX—Reserve Component Data</b></p>	
32	<p>Entries will be made <i>in pencil</i> (for personnel at the U.S. Army Reserve not on AD only) as follows:</p> <p><i>a. Ready Reserve obligation expiration date.</i> Enter eligibility date for transfer to the Standby Reserve, if applicable.</p> <p><i>b. Service obligation expiration date.</i> Enter expiration date of service obligation.</p> <p><i>c. Mandatory removal from active status.</i> Enter <i>in pencil</i> the date that a soldier will be removed from active status because of length of service or maximum age, whichever is earlier. Removal date will be computed based on criteria in AR 140-10, chapter 4.</p> <p><i>d. Retirement year ending date.</i> Enter the retirement year ending date (month and day) determined under AR 140-185.</p>	<p>AR 140-10  AR 135-133  AR 140-185</p>
	<p><b>Section V—Miscellaneous</b></p>	
33	<p><b>DATE</b></p> <p>1. <i>Prepared.</i> Enter the date that DA Form 2-1 is prepared and signed. Upon remake of the record, this item will be the date of remake.</p> <p>2. <i>Reviewed.</i> Enter <i>in pencil</i> date that DA Form 2-series and 2-1 are reviewed per paragraph 1-8. Leave item blank upon initial preparation of the record.</p>	

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p><b>SIGNATURE</b>  The individual will sign his or her name in a first-through-last sequence. It will be signed in black or blue-black ink. At the option of the individual, the middle initial(s) may be substituted for the middle name(s); otherwise the signature will coincide with the name recorded in DA Form 2-1, item 1. If the individual is within a category for which a duplicate DA Form 2-1 is required, this copy will also be signed by the soldier. This signature indicates that the individual has verified/certified all items contained on this form.</p> <p>a. <i>Active Army.</i> After initial preparation the individual will review and sign DA Form 2-1. For soldiers assigned to a USAR Control Group, the signature may be omitted until the soldier is assigned to a unit or is ordered to AD.</p> <p>b. <i>Change of name.</i> If change of name is authorized, the old name will be deleted by lining it out and the individual will sign his or her new name.</p>	
34		
	<b>Section VII—Current and Previous Assignments</b>	
35	<p><b>RECORDS OF ASSIGNMENTS</b>  The current duty assignment only is recorded as the initial entry in this item upon conversion of qualification records.</p> <p>1. <i>Officer personnel.</i></p> <p>a. <i>Entries.</i> Entries in this item will be made in chronological order. All active Federal service (including service in or under any of the following) will be recorded.</p> <p>USA—USAR—ARNGUS  USAF—USAFR—ARNGUS  USCG—USCGR  USMC—USMCR  USN—USNR  USMA, USAFA, USCGA, USNA Cadet  U.S. Public Health Service (USPHS)  Service in the Armed Forces of a foreign country.</p> <p>b. <i>Recording on initiating DA Form 2-1.</i> The following will be used as a guide for recording similar circumstances for which specific instruction and example are omitted.</p> <p>(1) <i>Commissioned officer with prior warrant officer service, or warrant officer with prior commissioned service.</i> When initiating or remaking DA Form 2-1, enter all prior commissioned or warrant officer service.</p> <p>(2) <i>USAR or ARNGUS service not on AD.</i> Enter inclusive dates of service, status (officer or enlisted), Reserve Component, followed by "svc not on AD," duty assignments as officers, and periods of ADT in calendar year increments.  Example: 670306–680930 Off USAR, svc not on AD; Inf unit comd, MOS 1542; ADT 12 das 1967, 24 das 1968.</p> <p>(3) <i>Enlisted service.</i> Enter enlisted status, service component, inclusive dates of service, highest grade and PMOS.  Example: Enl svc; RA 621010–750305; (grade and pay grade and PMOS).</p> <p>(4) <i>USN, USMC, USAF and USCG.</i> Enter the service abbreviation (USN, and so forth), inclusive dates of service, and highest grade.  Example: USN (RES) 660213–690401, BM2 E5.</p> <p>(5) <i>Service in the Armed Forces of a foreign country.</i> Enter the name of the country and the force served in, inclusive dates of service, and type duty performed.  Example: British Army 651101–661210 Inf Co Comd.</p> <p>(6) <i>U.S. Public Health Service.</i> Enter "USPHS," inclusive dates, and grade.</p> <p>(7) <i>Appointment as officer.</i> Prepare entry preceding first duty assignment, showing date commissioned or appointed. For Reserve component appointments and USMA, ROTC, or OCS graduates, enter source in parentheses.  Example: 700601 com ARMOR—USAR (Sr ROTC); 700825, com OrdC—USAR (OCS). For Warrant officer enter the MOS in parentheses.  Example: 760702, app WO1 USAR (561EO).</p> <p>(8) <i>Cadet.</i> Enter "cadet" or "midshipman", followed by the abbreviation for the academy and inclusive dates attended.  Example: Cadet, OSMA 660901–700605.</p> <p>(9) <i>Army Student Nurse Program (ASNP) or Walter Reed Army Institute of Nursing (WRAIN).</i> Enter abbreviation, name of school attended, and inclusive dates of attendance.</p> <p>c. <i>Reserve Component officers ordered to AD.</i> Upon order to AD, enter effective date of entry on AD, "OAD" as principal duty, and first duty station.  Example: 730S27/OAD/Enr to Ft Riley KS.</p> <p>d. <i>Recording current assignments.</i></p> <p>(1) <i>Separate line entries.</i> Separate entries will be made:</p> <p>(a) Upon assignment after reporting to a new unit if assigned more than two days.</p> <p>(b) If there is a change in duty assignment.</p> <p>(c) When an OER (AR 623–105) or an Academic Evaluation Report under AR 623–1 is submitted.</p> <p>No entry required for ARNGUS officers.</p>	<p>AR 600–8–1  AR 600–200  AR 611–201  AR 611–101</p> <p>AR 611–112  AR 623–105  AR 623–1</p> <p>AR 623–205  AR 614–6  630–10  NGR 600–100  NGR 600–101  NGR 600–200  NGR 614–1</p>

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p>(d) Upon reassignment as an individual. If travel or delay en route is involved, make separate entry to show the status. The record custodian of the losing organization will choose the current entry and open an en route entry showing departure date and new assignment station. Only overseas country will be shown for officers in CONUS being reassigned overseas. No additional entries will be made at processing centers.</p> <p>(e) Missing, MIA, captured, or interned. Upon return to duty, close the entry and open a new one.</p> <p>(f) Upon assignment to a hospital holding detachment.</p> <p>(g) Full-time attendance at a military/civilian school, in conjunction with PCS or TDY.</p> <p>(h) Continued assignment to and travel with a unit upon change of station.</p> <p>(i) TDY with special mission or task force.</p> <p>(j) Upon entering and completing JAGC qualification tour. If not completed, make closing entry.</p> <p>(k) Upon redesignation of unit of assignment.</p> <p>(l) Upon change of rater. (No entry required for ARNGUS officers).</p> <p>(m) Upon order to AD.</p> <p>(n) Upon transfer to/from the Inactive Army National Guard.</p> <p>(2) <i>Effective date.</i> Enter the effective date of the new status.</p> <p>(3) <i>Duty MOSC.</i> The abbreviation "PRC" will be entered in ink in front of or following MOSC. Enter the position requirement code or MOSC for the duty position as reflected in the authorization document (MTOE, TDA, or JTD). For warrant officers, this will consist of the MOSC and any related SQI or ASI. For commissioned officers, the first three characters will reflect the specialty skill identifiers (SSI). Position four and five will identify a second specialty requirement if any. If none, enter "00". Position six and seven will reflect any ASI requirement for the duty position. Positions eight and nine will reflect any additional ASI requirement or LIC requirement. When an officer is not assigned to an authorized position, enter the MOSC/SSI and ASI, if applicable, which are most closely related to the duties actually being performed. For casual or in transit status, enter 00A followed by a control specialty (if applicable) for commissioned officers, 004A0 for warrant officer. If officer is a student, enter 00E followed by control specialty (if applicable) for Commissioned officers or 003A0 for warrant officer.</p> <p>(4) <i>Principal duty.</i></p> <p>(a) <i>Principal/TOE/TDA/JTD/duty title.</i> Enter position title shown in TOE/TDA for officers performing duties required of the position. If assignment is a principal duty other than shown in the TOE or TDA, enter the title most accurately describing the principal duty performed. Use the duty title recorded on the Evaluation Report or on the duty appointment DF. Immediately following the principal duty title, enter in parentheses the command echelon or level of staff responsibility as determined from the local authorization document applicable to duties performed. The latter entry will only be made when duty performed is at a level higher than battalion and the TOE/TDA/JTD position or principal duty title does not reflect the required information.</p> <p><i>Example:</i> Div Comdr; AG (Div); XO (Div JA); C, Repl Div (Army AG); C, Plans &amp; Prog Div (Army DCS, SVC); AG (Army Spt Comd); C, PSD (Div AG).</p> <p>(b) <i>Additional duties.</i> Secondary and tertiary titles will be entered immediately following principal duty, if they reflect additional qualifications. If additional duties are recorded, enter the principal duty first, preceded by "(1)"; identify second and tertiary duties by "(2)" and "(3)".</p> <p>(c) <i>Officers attending school.</i> Enter "Student," followed by the course name and class number, if applicable. If performing TDY, enter "TDY," and school name in parentheses.</p> <p>(d) <i>Instructor at military school.</i> Enter principal duty title and main subject taught. <i>Example:</i> Instructor (Pers Mgt).</p> <p>(5) <i>Organization and station or overseas country.</i></p> <p>(a) Enter specific designation of organization of assignment and the station or overseas country. Use only those abbreviations permitting complete and positive identification. APO and ZIP Codes will not be entered.</p> <p>(b) If an officer is assigned to a unit but is performing duty elsewhere, enter the assignment unit and place of duty. <i>Example:</i> HQ First USA Ft Meade MD w/dy USATTC ATLANTIC.</p> <p>(6) <i>Nonrated periods.</i> Enter <i>in pencil</i> a cumulative total of nonrated periods occurring during the period covered by the line entry. Change to a permanent entry when the line entry is closed. In addition nonrated periods will be accounted for and explained as indicated in item 27. Nonrated periods are indicated in AR 635-105, paragraph 4-10 c(2).</p> <p>(7) <i>Type of report.</i> Show type of report submitted when the line entry is closed, such as "67-8 for a completed OER or ACAD for an academic report".</p> <p>(a) Enter a dash (-) when the period of duty being closed will be rated at a later time. (This is the only function of the dash.) <i>Example:</i> Unit is redesignated but officer retains his or her duty position and responsibility to the same superior.</p> <p>(b) Enter "None" if the period is not rated and a report is not required. All entries terminating in "None" will be accounted for as a "nonrated period" in a later evaluation report which covers the period concerned.</p> <p>e. <i>Entries peculiar to USAR service.</i></p> <p>(1) Identify Ready Reserve service. Enter the branch assigned to, followed by the parenthetical abbreviation "(USAR-READY)" in the "Principal duty" column.</p> <p>(2) Prepare a separate line entry—</p> <p>(a) Upon initial assignment to USAR.</p> <p>(b) Upon transfer within USAR or to the enter data in summary form, disregarding ARNGUS columns.</p> <p>(c) Upon discharge.</p> <p>(d) Upon order to or release from AGR tour.</p>	

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p><i>f. Separation from AD.</i> Prepare a separate line entry showing the effective date, reason for the separation, and the authority.</p> <p><i>g. Consolidation or elimination of entries.</i> When DA Form 2-1 is remade, certain entries in item 35 can be consolidated or omitted as follows:</p> <p>(1) Consolidate consecutive line entries when MOSG/SSI duties, organization, and station or oversea country are the same, except the line entry showing current duty assignment. Enter the total number of non-rated periods for each consolidated period. Enter the type and the end date of the last report for the last consolidated period in "type of report" column when consolidated entry immediately precedes the current duty assignment line entry. <i>Examples:</i> 67-8(800221).</p> <p>(2) Duty assignments of USAR and ARNGUS officers not on AD will be summarized, disregarding columns, as prescribed in b(2) above.</p> <p>(3) Eliminate casual, en route, and travel entries. Add the number of casual, en route and travel days to nonrated periods in the next (following) line entry.</p> <p><b>2. Enlisted personnel.</b> Assignment entries will be made in chronological order and will reflect a record of all military service of the soldier. This record includes service not contained in current records. A chronological summary of service performed by the soldier, based on data contained in DA Form 214, official orders or correspondence, or information furnished by the soldier. (See entry in fig 5-3.)</p> <p><i>a.</i> Prior service is each period of AD resulting from induction, enlistment and reenlistment. Prior service for Reserve component personnel includes AD and ADT. Service will be identified as "AD" for Regular Army and AUG on active duty and "RES" for Reserve Component personnel. "RES" will be followed by "AD" to denote AD periods of 90 days or more. Prior service in the Air Force, Navy, Marine Corps, or Coast Guard will be included and entered as above, except that the entry will be preceded by "AF," "USN," "USMC," or "USCG." Service with an armed force of a foreign nation will also be included and entered as above, except the entry will be preceded by the name of the country. Summary entries will be made as follows:</p> <p>(1) Active Duty. Enter AD, inclusive periods of induction, enlistment or reenlistment by year and month, principal duty performed during the period, and number months of duty when level of assignment is meaningful (such as duty at Army, division level). Also enter the level and duty ("Div Op Sgt"), highest grade held, and branch of service.</p> <p>(2) Reserve duty. Enter RES and data items given in (1) above. In addition, enter inclusive periods of AD of 90 days or more within period of enlistment or reenlistment, by year and month, preceded by "RESAD" and number of days ADT.</p> <p><i>b.</i> In recording current assignments, separate line entries are required under the following circumstances:</p> <p>(1) Upon enlistment or induction.</p> <p>(2) Upon assignment to duty at a new station.</p> <p>(3) Upon reassignment of a soldier and when 2 or more calendar days elapse between date at departure and date at arrival at new station (applies to personnel on AD only). The losing organization will close the current end and open an en route entry indicating the date of departure and new station of assignment. Oversea country or CONUS only will be indicated for personnel traveling to or returning from an oversea area. (No additional entries will be made at processing centers and similar activities.)</p> <p>(4) When the principal duty assignment is changed.</p> <p>(5) For USAR soldiers only when an NCO-ER is submitted.</p> <p>(5) Upon redesignation of unit to which assigned.</p> <p>(6) When soldier remains assigned to and travels with a unit upon PCS.</p> <p>(7) When placed on TDY and attached to another unit (including Service school as student) and copies of the DA Form 2-series and 2-1 accompany the soldier.</p> <p>(8) When placed on TDY to a school and returns to unit of assignment.</p> <p>(9) When in a patient status for 30 days or more.</p> <p>(10) Upon retirement.</p> <p>(11) Upon discharge not to include immediate reentry on AD. (Type of discharge furnished will also be entered.)</p> <p>(12) Upon release from AD and transfer to USAR.</p> <p>(13) Upon release from AD other than ADT and return to USAR control.</p> <p>(14) Upon release from ADT under REP-63 and return to Reserve unit assignment.</p> <p>(15) Upon release from AD (other than ADT) and return to ARNGUS control.</p> <p>(16) When soldier's status changes from duty to AWOL or from AWOL to duty.</p> <p>(17) When individual's status changes from duty to confinement and confinement to duty, if such time is to be accounted for as time lost.</p> <p>(18) When an absentee is dropped from the rolls of his or her organization as a deserter. When the charge of desertion is removed as being erroneously made, cross-reference entry to item 27 to explain erroneous entry.</p> <p>(19) When missing, missing in action, captured, or interned. When restored to duty, the entry will be closed and a new entry opened.</p> <p>(20) Upon death.</p> <p>(21) For Reserve Component personnel called or ordered to active military service only:</p> <p>(a) Under Presidential call.</p> <p>(b) Under Presidential order.</p> <p>(c) Ordered as an individual.</p> <p>(d) Ordered as a member of a unit.</p> <p>(e) Ordered under REP-63.</p> <p>(22) Retained in service after the normal expiration date at the period of service for which entered.</p> <p>(a) For treatment of a disease or injury.</p>	

**Table 5-2**  
**Instructions for recording entries on DA Form 2-1 (No longer required for AD officers)—Continued**

Item	Title, description, and instructions	References
	<p>(b) Under authority of the Secretary of the Army.</p> <p>(23) Returned to AD from Temporary Disability Retired List (TDRL). Enter on line preceding the enlistment/reenlistment entry.</p> <p>(24) When a member of the Army National Guard or Army Reserve voluntarily enters on AD.</p> <p>(25) Upon transfer to/from the Inactive Army National Guard.</p> <p>c. Entries will be recorded in columns indicated as follows:</p> <p>(1) <i>Effective date.</i> Enter the effective date at the new status. When an absentee is dropped from the rolls as a deserter, the effective date will be the date the soldier was dropped from the rolls as recorded in the SIDPERS database. When an entry is recorded only because an EER is submitted, the effective date is the first day of the month following the closing month of the EER.</p> <p>(2) <i>Duty MOSC.</i> Enter the MOS code, including ASI for the "principal duty" column.</p> <p>(3) <i>Principal duty.</i></p> <p>(a) Enter descriptive title of the duty or training actually being performed. Title of the TOE or TDA position will be entered if it effectively describes the duties being performed, or the EER will be entered if it better describes the duties performed.</p> <p>(b) The authorized pay grade for the duty position will also be entered after the duty title, if the duty position grade is higher than the soldier's pay grade. For example, if a soldier in pay grade E6 is performing duties of E7 Admin Supvr, enter "Admin Supvr E7." Note: Applicable to soldiers in pay grades E6 and above.</p> <p>(c) Service in the Ready Reserve will be identified by entering the principal duty title followed by the parenthetical abbreviation "USAR-Ready".</p> <p>(4) <i>Organization and station or oversea country.</i> Enter the specific designation of organization to which the soldier is assigned or attached and the station or oversea country.</p> <p>(a) If a soldier is assigned to a unit but is performing duty elsewhere, the entry will include the assigned unit and place of duty. <i>Example:</i> HQ EUSA w/dy, Camp Zama Japan.</p> <p>(b) If a soldier is assigned or attached to a special mission or task force, enter the designation of the operation.</p> <p>(c) If the location is classified, the APO or other authorized classified designation will be entered to show location.</p> <p>(5) <i>Beginning and ending period for Enlisted Evaluation Report.</i> (Entry required only for USAR personnel.)</p> <p>(a) Beginning period, ending period, and type of report will be dashes for soldiers not eligible to be rated under the enlisted evaluation system.</p> <p>(b) Enter the beginning year and month shown in the Enlisted Evaluation Report (DA Form 2166-6) per AR 623-205.</p> <p>(c) Enter the ending year and month shown in the Enlisted Evaluation Report (DR Form 2166-6) per AR 623-205.</p> <p>(6) <i>Type of Report.</i> (USAR Personnel only) In the "Type Report" column, enter as applicable, "INT" (initial), "ANL" (annual), "C/R" (Change of Rate), "CPRC" (Complete the Record), "SP" (special), "R/C" (Relief for Cause), "DIR" (Directed), or "LTR" (Letter). Enter a dash (-) when the period of duty being closed will be rated at a later time. Enter "NONE" when the period will not be included in a subsequent report.</p> <p><i>Note:</i> Pencil entries may be entered under "type of report" to provide for an accumulated accounting of non-rated periods. If this option is used, pencil entries will be erased following submission of the evaluation report and closing of line entry to which the report applies.</p> <p>d. When DA Form 2-1 is remade, certain entries in item 35 may be consolidated or omitted as follows:</p> <p>(1) Casual, en route, and travel entries may be omitted and the period eliminated will be added to the preceding entry. Initial entries for new accessions will be added to the succeeding entry.</p> <p>(2) Consecutive line entries, in which the MOSC, duties performed, organization and station or oversea country are the same, will be consolidated.</p> <p>(3) Enter the type, beginning, and end date of the last Non-commissioned Officer Evaluation Report (NCO-ER) for each consolidated period. (USAR personnel only)</p>	

**Table 5-3**  
**Instructions for completing DA Form 2A—Enlisted Peacetime and Wartime (Not applicable to USAR)**

Item	MNEMONIC	Title, description, and instructions	References
<b>Section I—Personal Data</b>			
*1	NAME	NAME	AR 18-12-4
	LNAM	<p>The DOD standard data element for name, individual, is recorded as follows:</p> <p>Last name (surname), full first name, full middle name, or middle initial (if no middle name), and designations such as "JR," "SR," "II" (2d), "III" (3d) following the middle name or initial. Name must agree with first 27 characters and spaces of the name data in item 1, DA Form 2-1. Submit "NAME" or "LNAM" transactions (DA Pam 600-8-2) to correct/change data in this item.</p>	DA Pam 600-8-2
*2	SSAN	SSN	
		Social Security Number is shown with a hyphen (-) following the third and fifth digits.	
*3		VSSSN CODE (item is topped by HQDA)	AR 680-29



**Table 5-3**  
**Instructions for completing DA Form 2A—Enlisted Peacetime and Wartime (Not applicable to USAR)—Continued**

Item	MNEMONIC	Title, description, and instructions	References
Verification status of the SSN. (AR 680-29, Code Number 84.)			
*4		MPC/CODE Military personnel class: "E." (AR 680-29, Code Number 45.)	AR 680-29
*5	SEX	SEX/CODE "MALE" or "FEMALE" and appropriate code from AR 680-29, Code Number 71.	AR 37-104-3 AR 680-29
*6	RACE	RACE/CODE The soldier's race and appropriate code from AR 680-29, Code Number 60. If "OTHER" is shown, and the soldier specified a particular race, the specified race will be recorded in DA Form 2-1, item 28.	AR 680-29
7	DOB	DATE OF BIRTH The soldier's date of birth. For example, "440808" will appear in this item if the soldier's date of birth is 8 August 1944.	
8	DEPN	NUMBER OF DEPENDENTS Number of family members recognized for pay purposes. Number of family members shown is not limited to those claimed as withholding exemptions; however, it must not exceed the number authorized in DODPM. Number of family members, by category, are recorded in DA Form 2-1, item 24.	DODPM
9	DEPN	NO ACMP CSDEP PCS Number of command sponsored family members accompanying or joining the soldier upon reassignment on PCS orders. The year and month family members arrive in an overseas area will be recorded in DA Form 2-1, item 5. (Data is required in this item when the personnel are serving in an overseas area. It may be used in other areas if desired by the commander.)	AR 55-46 AR 310-25 AR 614-30
10	DEPN	NO ACMP NCSDEP PSC Number of individually sponsored family members accompanying or joining the soldier upon reassignment on PCS orders. The year and month that individually sponsored family members arrive in an overseas area will be recorded in DA Form 2-1, item 5. (Data is required in this item when personnel are serving in an overseas area. It may be used in other areas if desired by the commander.)	AR 55-46 AR 310-25
11	EGD	ETH GRP/CODE Abbreviation or designation and code (from AR 680-29, Code Number 26) that identifies a segment of the population possessing common characteristics and cultural heritage significantly different from that of the general population. Soldier determines the ethnic group designation that identifies his or her ethnic group. If soldiers do not identify themselves under one of the established ethnic group designations or refuse to furnish the information, "OTHER" and code "X" will be shown. "UNKNOWN" and code "Z" will be shown for soldiers unable to provide the information because of conditions beyond their control.	AR 18-12-4 AR 680-29
12	CITZ	CITZSHP/CODE Soldiers citizenship status as follows: Description: "NATIVE-BORN," "NATURALIZED," "ALIEN," "DERIVATIVE". Code. Appropriate code from AR 680-29, Code Number 11. Source. Obtain status from DD Form 4-series, item 22, (Enlistment/Reenlistment Document—Armed Forces of the United States) or from DD Form 47, item 12 (Record of Induction).	Table 6-1 AR 601-210 AR 680-29 Proc 6-4
13	MARS	MRTL STS/CODE The title or abbreviation and code from AR 680-29, Code Number 43 to indicate the soldier's AR current marital status.	AR 18-12-4 680-29 AR 37-104-3
14	RELG	REL PREF/CODE Each soldier will be asked, but not required, to state his or her religious preference and will be informed that this information will be reflected in official records. The soldier's preference, if provided, will be identified by an abbreviation and code from AR 680-29, Code Number 63.	AR 680-29
15	SPDR	SSN-MIL-SPOUSE Military spouse social security number.	AR 614-200
16	SPDR	MIL-PERS-CLASS-AD-SPOUSE Military personnel class of active duty spouse (officer, warrant, or enlisted).	AR 614-200
17	SPDR	DOD-COMP-AD-SPOUSE DOD component of active duty spouse (Army, Air Force, Navy, Marine Corps, or Coast Guard).	AR 614-200
<b>Section II—Qualification Data</b>			
*1	GRCH	GRADE/CODE	AR 600-20

**Table 5-3**  
**Instructions for completing DA Form 2A—Enlisted Peacetime and Wartime (Not applicable to USAR)—Continued**

Item	MNEMONIC	Title, description, and instructions	References
		<p>Abbr. Abbreviation for the grade in which the soldier is currently serving (AR 680-29, Code Number 33.)</p> <p>Code. Code indicating the grade in which the soldier is currently serving.</p> <p>Annotation of record.</p>	
*2	DOR	<p>DATE OF RANK</p> <p>Date of rank for the grade in which the soldier is currently serving on AD. (See table 5-2, item 18b(5) regarding adjusting DOR for AWOL or lost time.)</p>	AR 600-20
*3	COMP	<p>SVC COMP/CODE</p> <p>Component in which the soldier was enlisted. For inductees serving on AD without component, the service component will be "AUS." See AR 680-29, Code Number 70 service component codes.</p>	AR 18-12-4 AR 680-29
*4	PMOS	<p>PMOS/ASI</p> <p>MOSC. The military occupational specialty code (MOSC) designated as primary. When applicable, the MOSC will include a special qualification identifier (SQI).</p> <p>ASI. The appropriate ASI awarded the soldier which is associated with or related to the primary MOSC is shown. Language identifiers will be shown in section II, items 5 and 6.</p>	AR 600-200 AR 611-201
*5		<p>FIRST LANG/CODE (Item is topped by HQDA)</p> <p>The foreign language and code (AR 18-12-4 or AR 611-6) in which the soldier possesses the most proficiency. Shorten abbreviation for language title if it exceeds 20 characters. For source and additional information concerning language proficiency, see DA Form 330 (Language Proficiency Questionnaire) in MPRJ. If soldier possesses proficiency in two or more languages, this item will identify the highest priority language as identified by DA Circular 611-series.</p>	AR 18-12-4 AR 600-200 AR 611-6
*6		<p>SECDLANG/CODE (Item is topped by HQDA)</p> <p>Second foreign language and code (AR 18-12-4 or AR 611-6) in which the soldier possesses proficiency. Shorten abbreviation for language title if it exceeds 20 characters. For source and additional information concerning language proficiency, see DA Form 330 in MPRJ.</p>	AR 18-12-4 AR 600-200 AR 611-6
*7			
*8			
*9	PHYS	<p>PULHES</p> <p>Findings of the latest medical examinations, as determined and furnished by the examining medical officer. The physical profile serial code listed under physical profile factors in the soldier's SF 88 (Report of Medical Examination) or DF specified by Procedure 6-11, DA Pam 600-8, for PULHES 111111 or 111121 (color vision limitations only). For all other profiles, the DA Form 3349 must be used as the source document for updating the data item.</p> <p><i>Modifiers "S" and "T" and temporary changes in physical profile serial code of 90 days or less duration will not be shown.</i></p> <p>If a 2, 3 or 4 appears in the physical profile serial code, an entry is required in DA Form 2-1, item 4. An entry is also required when a 2 appears under the E on the profile and the member has an abnormal color vision.</p>	AR 40-501 AR 635-40
*10	PHYS	<p>PHYS CAT CODE</p> <p>The appropriate physical category code (AR 680-29, Code Number 52), as determined from information contained in SF 88; item 74 or DF specified by procedure 6-11, DA Pam 600-8, for PULHES 111111 or 111121—(color vision limitations only). For all other profiles, the JDA Form 3349 must be used as the source document for updating the data item.</p>	AR 40-501 AR 635-40 AR 680-29
11	GTAS	<p>GT SCORE</p> <p>General Technical (GT) area score resulting from administration of the Armed Services Vocational Aptitude Battery (ASVAB) or the Army Classification Battery (ACB).</p>	AR 600-200
12	NA	<p>OJT COMP DATE</p> <p>Year and month that on-the-job training (OJT) in a particular MOS will be completed by the soldier. Entry is based upon local determination of time required to complete training in the MOS.</p>	
13	NCOG	<p>MIL EDUC/CODE</p> <p>Entry is limited to NCO Education Courses listed in AR 680-29, Code Number 49. See DA Form 2-1, item 17.</p>	AR 680-29
14	CVED	CIV EDUC/CODE	AR 680-29

**Table 5-3**  
**Instructions for completing DA Form 2A—Enlisted Peacetime and Wartime (Not applicable to USAR)—Continued**

Item	MNEMONIC	Title, description, and instructions	References
		Civilian education and code. Appropriate designation and code from AR 680-29, Code Number 12 to identify the highest civilian education level attained. Source of information. See DA Form 2-1, item 17.	
15	PRMI	PROMOTION IND Promotable indicator "P" will be printed in this block when soldier is currently on a DA promotion list.	
16	DSCS	DUAL SVC GRADE/CODE Abbreviation for grade held in a category or component other than the category or component in which currently serving on AD. Code. Appropriate grade code from AR 680-29, Code Number 19. Source document: Letter of appointment.	AR 600-39 AR 600-29
17	DSCS	DUAL SVC COMP/CODE Entry relates to section 8, item 16 and contains "USAR" or "REG" and the appropriate code from AR 680-29, Code Number 20. Source document: Letter of appointment.	AR 600-39 AR 680-29
18	SMOS	SMOS/ASI SMOS. The secondary MOSC is shown, if held. An associated SQI is shown, if appropriate. ASI. The appropriate ASI awarded the soldier is shown which is associated with or related to the secondary MOSC, as applicable.	AR 600-200 AR 611-201
19	POSN	DUTY MOS/ASI This entry reflects the duty MOSC and ASI contained in the TOE or TDA for the duty position from section E, item 3. When a soldier has not been assigned to an authorized position, the MOSC and ASI, if applicable, which are related to the duties being performed are shown. When PDY appointment DF is available and DMOS differs from authorized TDA position, use duty appointment memo if most recent document.	
20	VRBM	BONUS MOS/EFF DATE This item concerns special enlistment bonus (EB) and the selective reenlistment bonus (SRB) programs. Enlistment or reenlistment MOS and effective data are shown, when applicable. Effective date will be the date the soldier meets all eligibility requirements to receive the bonus (such as, date MOS is awarded). Delete this item when the soldier has satisfied enlistment for which bonus was paid. <sup>1</sup>	AR 600-200 AR 601-210 AR 601-2280
21	PRMS	PROM/PROG MOS PROM MOS. Promotion MOS for a soldier on a DA or local promotion list. MOS will be removed automatically when soldier is promoted to the next higher grade. When a soldier is in a promotable status, a "P" will be printed as the 5th digit of this MOS. PROG MOS. The career progression MOS (CPMOS) is that MOS authorized to be awarded at the next higher pay grade and in the line of normal progression for the PMOS as indicated in AR 611-201 (if different than current PMOS at the next higher grade). The custodian of the soldier's MPRJ may award CPMOS if it is a nonoptional merger career progression option at the next higher grade. The commander PERSCOM is the reclassification authority when the 3-character CPMCS is not within the definition of normal career progression as specified in AR 611-201. The authority to award skill level in CPMOS is defined in the glossary to AR 600-200. Awarding and recording of CPMOS will be— a. Required only to record 3-digit CPMOS when it differs from current PMOS. b. Suspended when the 3-digit CPMOS is the same as the soldier's 3-digit PMOS.	AR 600-2200  AR 611-201 AR 600-200
22	SDAP	SP-DY-ASG-PAY-STATS Rating or classification given an enlisted member of the Armed Forces which indicates the category or type of proficiency pay under applicable regulations. See AR 680-29, Code Number 58 for appropriate abbreviation.	AR 600-200 AR 680-29
23	SPAY	SPAY1 /SPAY2 Identifies soldiers receiving special pay. See AR 680-29, Code Number 74 for appropriate codes.	AR 680-29 DODPM
24	IPAY	IPAY1/IPAY2 Eligibility to perform duty or receive incentive pay. Eligibility is based on orders issued on or after date the soldier arrives at his or her duty station. However, eligibility for aerial flight duty personnel may be based on PCS orders specifying that aerial flight duty status is to continue in the soldier's new assignment. Use appropriate codes specified in AR 680-29, Code Number 38.	AR 680-29 DODPM
25	SQTT HQDA	SQT MOS MOS in which SQT was taken. <sup>2</sup>	AR 600-200
26	SQTT	SQT DATE-1	AR 600-200

**Table 5-3**  
**Instructions for completing DA Form 2A—Enlisted Peacetime and Wartime (Not applicable to USAR)—Continued**

Item	MNEMONIC	Title, description, and instructions	References
		Most recent test date “bottom-fed” to the SIDPERS file by the TSO. (This item will be blank if it matches DATE-2 or is not input by the TSO.)	
27		SQT DATE-2 (Item is topfed by HQDA) Most recent test date “top-fed” to the EMF for passing to the SIDPERS file. Items 28-30 correspond to the SQT given on this date.	
28		SQT PERCENTAGE (item is topfed by HQDA) Soldier's percentile score for the SQT given on DATE-2 (item 27). This score, unlike the soldier's actual SQT score (item 30), shows the soldier's standing in relation to the other soldiers who took the same SQT.	
29		SQT RATING/CODE (item is topfed by HQDA) Blank Code-No Prev Score <sup>2</sup> F = “F-Failed/00/59” V = “V-Ver Cur MOS/60-79” Q = “Q-Qual Next GR/80-100”	
30	HQDA	SQT SCORE Soldier's actual score on the SQT given on DATE-2 (item 27).	
31	PRMS	PROM PTS—C/DATE Indicates the soldier's current E5 or E6 promotion list status as total promotion points currently possessed and the selection or recomputation date.	AR 600-200
32	PRMS	PROM PTS—P/DATE Indicates the soldier's most recent previous E5 or E6 promotion list status as total promotion points and the selection recomputation date possessed before the current score reflected in “PTS-C.”	AR 600-200
33	ERUP	REEN ELIG/INELIG  Soldiers reenlistment status. See AR 680-29, Code 24, and DA Pam 600-8-1, procedure 2-13.	AR 601-280 AR 680-29 DA Pam 600-8-1
34		PERSONNEL SECURITY INVESTIGATION INITIATED (SIINIT)/DATE (This item is topfed by HQDA.) The appropriate code (AR 680-29, Code Number 66) reflects the type of Personnel Security Investigation currently open at the Defense Investigative Service (DIS), plus the date on which the investigation was opened by DIS.	AR 380-67 AR 680-29
*35		PERSONNEL SECURITY INVESTIGATION COMPLETED (SICMPL)/DATE (This item is topfed by HQDA.) The appropriate code (AR 680-29, Code Number 66) reflects the type of completed Personnel Security Investigation upon which a soldier's present security clearance is based, plus the date the investigation was completed.	AR 380-67 AR 680-29
*36	FDPS	FIELD DETERMINED PERSONNEL SECURITY STATUS (FDPSS) The appropriate code (AR 680-29, Code Number 65) is the degree of access to classified information granted the soldier by the local command. This access may be equal to or less than, but not greater than the DDPSS. This data is local input and is for field use only. It is not reported to PERSCOM.	AR 380-67 AR 680-29
37		DEPARTMENT DETERMINED PERSONNEL SECURITY STATUS (DDPSS) (This item is topfed by HQDA.) The appropriate code (AR 680-29, Code Number 65) is the highest degree of Security Clearance granted by Central Clearance Facility (CCF) for access to classified information.	AR 380-67 AR 680-29
38	PRPA	PERSONNEL RELIABILITY PROGRAM ASSIGNMENT STATUS (PRPAS) The appropriate code (AR 680-29, Code Number 67) reflects an individual's standing relative to training and duty under the nuclear, chemical and automatic data processing Personnel Reliability Program.	AR 50-5 AR 50-6 AR 380-380 AR 680-29
39		PERSONNEL SECURITY INVESTIGATION INITIATED (SIINIT) STATUS (This item is topfed by HQDA.) The decode abbreviation of item 34 above (AR 680-29, Code Number 71).	AR 380-67 AR 680-29
*40		PERSONNEL SECURITY INVESTIGATION COMPLETED (SICMPL) STATUS (This item is topfed by HQDA.) The decode abbreviation of item 35 above (AR 680-29, Code Number 71).	AR 380-67 AR 680-29
<b>Section III—Unit Data</b>			
*1	ARR	UPC	

**Table 5-3**  
**Instructions for completing DA Form 2A—Enlisted Peacetime and Wartime (Not applicable to USAR)—Continued**

Item	MNEMONIC	Title, description, and instructions	References
		The Unit Processing Code (UPC) for the organization to which the soldier is or was assigned. This code is composed of positions 2 through 4 of the Unit Identification Code (UIC).	
*2	ARR	UNIT NAME The name of the unit to which the soldier is or was assigned.	
*3	ARR	REPORT DATE The reporting date specified in the soldier's reassignment orders.	
*4	ARR	ARRIVAL DATE The actual date the soldier arrived at a unit of assignment. See DA Pam 600-8-1, procedure 2-2.	DA Pam 600-8-1
*5	DPRT	DEPART DATE The actual date the soldier departs an organization or unit. See DA Pam 600-8-1, procedure 2-9.	DA Pam 600-8-1
*6	DPRT	GAINING UPC The gaining UPC is— For incoming personnel—the UPC of the losing unit. For Reconciliation and Inquiry—the potential gaining UPC if departure date is present for that unit.	
7	DPRT	LOSING UPC The losing UPC is incoming personnel; the potential gaining UPC is used as the losing UPC.	
8	REGT	REGT AFFIL The regimental number and regimental branch. Example: 0002 IN	AR 600-82
9	HOBA	REGT HOMEBASE The CONUS location at which the regimental number and branch are physically assigned. See Code 15, AR 680-29.	AR 680-29
<b>Section IV—Service Data</b>			
1		PEBD (This item is topped by HQDA for Active Duty soldiers) Pay entry basic date (PEBD) is the date from which creditable service for pay is computed. Computation. Creditable service and method of computation are contained in DODPM, part 1, chapter 1. USAFAC will automatically adjust (for active Army) date based on AWOL, confinement, civil confinement and sick not in line of duty. Adjustment to PEBD. The PEBD is adjusted when an enlisted person (other than dual service component) has time lost under 10 USC 972 (See DODPM.)	DODPM AR 37-104-3
2		BASD (This item is topped by HQDA) Basic active service date (BASD) to indicate total active Federal service creditable for retirement. Computation. For personnel with no prior service, the BASD is the date of enlistment or induction. For personnel with prior service, the BASD is the date of enlistment or induction minus total Active Federal service (DD Form 1966/2, item 25 (Application for Enlistment—Armed Forces of the United States (Page 2)) for current enlistment) and any periods of AT and AD while in Reserve status. Adjustment to BASD. USAFAC will automatically adjust date based on AWOL, confinement, civil confinement, and sick not in line of duty.	AR 37-104-3
3	ETS	ETS The date the current enlistment or period for which inducted expires. The date of expiration of term of service for enlisted personnel of the Reserve components serving on AD will be the date of expiration for the period of AD. Adjust dates to reflect period of extension because DA Form 1695 (Oath of Extension of Enlistment) is executed. ETS will be adjusted for time lost by adding the actual number of days lost to the old ETS.	AR 601-280
4	ETS	CURR TERM SVC/CODE The period and code shown in AR 680-29, Code Number 77. This entry pertains to the soldier's current enlistment or induction. For enlisted personnel of the Reserve components serving on AD, the term of service will be the period for which ordered to active duty. Do not change term of service to reflect extensions because of DA Form 1695.	AR 680-29 AR 601-280
5	DSEP	DELAY IN SEP/CODE The reason the soldier is being held in the active military service involuntarily/voluntarily upon his or her expiration of term of service. One of the following reasons will appear under "ABBR":	AR 680-29 AR 635-200

**Table 5-3**  
**Instructions for completing DA Form 2A—Enlisted Peacetime and Wartime (Not applicable to USAR)—Continued**

Item	MNEMONIC	Title, description, and instructions	References
		<u>ADMIN—administrative delay.</u> <u>CNF—delay, confinement.</u> <u>FLAG—delay, suspension of favorable personnel action.</u> <u>MED—delay, medical.</u> <u>OTHER—delay, other than the above.</u> <u>See AR 680-29, Code Number 18.</u>	
6	<u>LPCS</u>	<b>DATE OF LAST PCS</b> Year and month that the soldier departed from the permanent duty station on latest PCS orders. This does not include TDY en route for less than 20 weeks. The reassignment constitutes travel chargeable to fiscal year limitations.	AR 614-6 JTR
7	<u>ERPT</u>	<b>DATE OF LAST EER NCOER</b> Ending Year and month of the last Enlisted Evaluation Report (EER). See also DA Form 2-1, item 35.	AR 623-205
8		<b>EER DATE VERIF</b> (Item is topped by HQDA) If EER date has been verified the word "VERIFIED" with code "V" will appear. Unverified EER date will reflect "UNVERIFIED" with a code of "U"	
9		<b>DATE OF LAST PHOTO</b> Year and month of last photograph (AR 640-30). Item will be blank if a photograph of the soldier is not required.	AR 640-30
10		<b>DATE ELIG AFRM</b> Year and month that the soldier will complete minimum service to become eligible for award of the Armed Forces Reserve Medal (AFRM) or 10-year device.	AR 672-5-1
11		<b>DATE ELIG GCMDL</b> Year and month that enlisted member will become eligible for award of the Good Conduct Medal or clasp.	AR 672-5-1
12	<u>FHAI</u>	<b>FHA ELIG IND</b> Section 222, National Housing Act, as amended (12 USC 1715M), provides for mortgage insurance to members of the Armed Forces in purchasing single family housing or a one-family unit in a condominium for occupancy by the soldier or his or her family. However, the member must be serving on active duty and have a valid (approved) Certificate of Eligibility in effect on or before 31 March 1980. A "YES" response if DD Form 802 (Request for Certificate of Eligibility) is received from the U.S. Army Finance and Accounting Center (USAFAC). A "NO" response if DD Form 803 (Certificate of Termination) is forwarded to the Federal Housing Authority (FHA). Item will be blank or "NO" if USAFAC is not insuring an FHA loan or if the soldier is not eligible.	AR 608-8
13	<u>DLOS</u>	<b>DLOS</b> Projected date of loss from current unit of assignment. It is the date the soldier is expected to leave the command as a result of HQDA assignment instructions.	
14	<u>DROS</u> <u>DERO</u>	<b>DROS/DEROS</b> Date of return from overseas (DROS), or adjusted DROS, for personnel now serving in CONUS. The date eligible for return from overseas tour (DEROS), for personnel serving in an overseas assignment.	AR 614-30
15	<u>AEA</u>	<b>AEA/TERM DATE</b> The enlisted soldier's assignment eligibility and availability (AEA) code. A termination year and month is also shown for certain codes. (See reference for a listing of codes with termination dates.)	AR 614-200 chapter 2, section II
16	<u>ALCT</u>	<b>LAST CBT TOUR/DATE</b> Area, code, and year and month completed of the last combat tour during which an Active Army soldier received hostile fire pay in an overseas area. (AR 680-29, Code Number 2.)	AR 680-29
17	<u>AFST</u>	<b>CURR/LAST FST/CODE</b> Overseas area. Area the soldier is serving or served in an overseas assignment. Code. Travel status code for area of current/last completed foreign service tour. (AR 680-29, Code Number 1.)	AR 680-29 AR 614-30
18	<u>AFST</u>	<b>TRAVEL STATUS</b> Travel Status. Abbreviation for travel status of the soldier.	
19	<u>APRF</u>	<b>OVERSEAS PREF/CODE</b>	AR 614-200

**Table 5-3**  
**Instructions for completing DA Form 2A—Enlisted Peacetime and Wartime (Not applicable to USAR)—Continued**

Item	MNEMONIC	Title, description, and instructions	References
		The appropriate overseas area designation and code from AR 680-29, Code Number 52, or the appropriate overseas country and code from AR 680-29, appendix C. Area of preference is determined by the soldier concerned.	AR 680-29
20	APRF	CONUS PREF/CODE The appropriate CONUS area designation and code from AR 680-29, Code Number 15. Area of preference is determined by the soldier concerned.	AR 614-200
21		YR MO HIV SCRNM TEST LAST ADMIN The year and month Human Immunodeficiency Virus screening test was last administered.	AR 600-110
<b>Section V—Position Data</b>			
1	POSN	POSITION NO SIDPERS number designated for the position to which the soldier is currently assigned.	
2	POSN	POSITION TITLE The title of the position to which the soldier is currently assigned.	
3	POSN	AUTH SSI/ASI The MOSC and SQI/ASI contained in the TOE or TDA for the duty position.	
4	POSN	AUTH GRADE/CODE Authorized grade and code for the duty position. See AR 680-29, Code Number 33.	
5	POSN	AUTH GRADE/CODE Authorized grade and code for the duty position. See AR 680-29, Code Number 33.	AR 680-29
6	POSN	AUTH BRANCH The branch (code) specified in the MTOE, TDA, or JTD.	
7	POSN	AUTH LANG/CODE This entry reflects the Language Indicator Code (LIC) contained in the TOE or TDA for the duty position.	
<b>Section VI—Local Data</b>			
Data will be shown in this space depending on requirements of the local SIB.			
Notes:			
* Denotes wartime.			
<sup>1</sup> When the MOS in which the bonus was paid is rescinded or converted by changes to AR 611-201, a SIDPERS transaction will be submitted to correct the MOS.			
<sup>2</sup> This information is generated by Fort Eustis, VA, to PERSCOM to update the EMF/SIDPERS File.			

**Table 5-4**  
**Instructions for completing DA Form 2B—Commissioned and Warrant Officer Peacetime and Wartime (Not applicable to USAR)**

Item	MNEMONIC	Title, description, and instructions	References
<b>Section I—Personal Data</b>			
*1	NAME	NAME The DOD standard data element for name, individual, is recorded as follows: Last name (surname), full first name, full middle name, or middle initial (if no middle name), and designations such as "JR," "SR," "I" (2d), "III" (3d) following the middle name or initial. Name must agree with first 27 characters and spaces of the name data in item 1, DA Form 2-1. Submit "NAME" or "LNAM" transactions (DA Pam 600-8-2) to correct/change data in this item.	AR 18-12-4 DA Pam 600-3-2
*2	SSAN	SSN Social Security Number is shown with a hyphen (-) following the third and fifth digits.	
*3		VSSSN CODE Verification status of the SSN. (AR 680-29, Code Number 84.)	AR 680-29
*4		MPC/CODE Military personnel class: "O" for commissioned officers and "W" for warrant officers. (AR 680-29, Code Number 68.)	AR 680-29
*5	SEX	SEX/CODE "MALE" or "FEMALE" and appropriate code from AR 680-29, Code Number 71.	AR 37-104-3 AR 680-29
*6	RACE	RACE/CODE AR 680-29	

**Table 5-4**  
**Instructions for completing DA Form 2B—Commissioned and Warrant Officer Peacetime and Wartime (Not applicable to (USAR)—Continued**

Item	MNEMONIC	Title, description, and instructions	References
		Officers race and appropriate code from AR 680-29, Code Number 60. If "OTHER" is shown, and the officer specified a particular race, the specified race will be recorded in DA Form 2-1, item 28.	
7	DOB	DATE OF BIRTH Officers date of birth. For example, "440808" will appear in this item if the officer's date of birth is 8 August 1944.	
8	DEPN	NUMBER OF DEPENDENTS Number of family members recognized for pay purposes. Number of family members shown is not limited to those claimed as withholding exemptions; however, it must not exceed the number authorized in DODPM. Number of family members, by category, are recorded in DA Form 2-1, item 24.	DODPM
9	DEPN	NO ACMPT CSDEP PCS Number of command sponsored family members accompanying or joining the warrant officer upon reassignment on PCS orders. The year and month family members arrive in an overseas area will be recorded in DA Form 2-1, item 5. (Data is required in this item when the personnel are serving in an overseas area. It may be used in other areas if desired by the commander.)	AR 55-46 AR 310-25 AR 614-30
10	DEPN	NO ACMP NCSDEP PSC Number of individually sponsored family members accompanying or joining the officer upon reassignment on PCS orders. The year and month that individually sponsored family members arrive in an overseas area will be recorded in DA Form 2-1, item 5. (Data is required in this item when the personnel are serving in an overseas area. It may be used in other areas if desired by the commander.)	AR 55-46 AR 310-25 AR 614-30
11	EGD	ETH GRP/CODE Abbreviation or designation and code (from AR 680-29, Code Number 26) that identifies a segment of the population possessing common characteristics and cultural heritage significantly different from that of the general population. Officer determines the ethnic group designation that identifies his or her ethnic group. If the officers do not identify themselves under one of the established ethnic group designations or refuse to furnish the information, "OTHER" and code "X" will be shown. "UNKNOWN" and code "Z" will be shown for officers unable to provide the information because of conditions beyond their control.	AR 18-12-4 AR 680-29
12	CITZ	CITZSHP/CODE Officer's citizenship status as follows: Description. "NATIVE-BORN," "NATURALIZED," "ALIEN," "DERIVATIVE". Code. Appropriate code from AR 680-29, Code Number 11.	AR 680-29
13	MARS	MRTL STS/CODE The title or abbreviation and code from AR 680-29, Code Number 43 to indicate the officer's current marital status.	AR 18-12-4 AR 680-29 AR 37-104-3
14	RELG	REL PREF/CODE Each officer will be asked, but not required, to state his or her religious preference and will be informed that his information will be reflected in official records. The officer's preference, if provided, will be identified by an abbreviation and code from AR 680-29, Code Number 63.	AR 680-29
15	SPDR	SSN-MIL-SPOUSE Military spouse social security number.	AR 614-100
16	SPDR	MIL-PERS-CLASS-AD-SPOUSE Military personnel class of active duty spouse (officer, warrant, or enlisted).	AR 614-100
17	SPDR	DOD-COMP-AD-SPOUSE DOD component of active duty spouse (Army, Air Force, Navy, Marine Corps, or Coast Guard).	AR 614-100
<b>Section II—Qualification Data</b>			
*1	GRCH	GRADE/CODE (W) Abbr. Abbreviation for the grade in which the soldier is currently serving (AR 680-29, Code Number 33.) Code. Code indicating the grade in which the soldier is currently serving.	AR 600-20 AR 680-29
*2	GRCH	AD GRADE/CODE (O) Abbr. Abbreviation for the grade in which the officer is currently serving (AR 680-29). The AD grade is the grade in which an officer is serving, or is treated as if serving, on full-time duty in the active military service (other than ADT) of the United States Army.	AR 600-20 AR 680-29



## **Section II**

### **Enlistment Periods and Pay Grades**

#### **3-15. Authorized enlistment periods**

a. Enlistment for PS applicants in the RA is authorized for a period of at least 3 years but not more than 6 years. A specific MOS may require a minimum term of Service. Term of enlistment will be 3 years for personnel that require no training or 4 years with training. Exceptions will be considered when no vacancy exists in the former MOS or other Service occupation does not convert and retraining is required. When retraining is authorized, the term of enlistment when added to previous active Federal Service will not exceed a total of 10 years. Waivers may be considered by CG, USAREC.

b. Enlistment in the AR or ARNG for PS applicants with a remaining unfulfilled portion of a previously incurred MSO may select their term of Service as follows:

(1) Enlistment for assignment to a TPU of the Selected Reserve or ARNG may be for 1 but not more than 8 years if the term of Service is equal to, or greater than, the remaining unfulfilled portion of a previously incurred MSO. The enlistment must be in whole years.

(2) Enlistment in the AR for assignment to AR Control Group (Reinforcement) may be for 3 years, but not more than 8 years. Term of Service must be equal to, or greater than, the remaining unfulfilled portion of a previously incurred MSO, and the applicant must have completed basic training and have been awarded an MOS. The period of the enlistment will be served in the IRR, unless the member is voluntarily transferred to a TPU of the Selected Reserve.

c. The PS applicants who were previously discharged before completing their MSO must enlist in the AR for a period of whole years that will equal or exceed the unfulfilled portion of the previously incurred MSO.

d. The PS applicants 18 through 57 years of age with no remaining MSO who can qualify for retired pay by age 62 (see AR 135-180 for non-regular retired pay qualification) may enlist in the AR for assignment to a TPU for 1 but not more than 8 years; or they may enlist in the AR for assignment to AR Control Group (Reinforcement) for a period of 3 through 8 years. (Exceptions are provided for in chap 9, Program 9G. However, the enlistment period may not exceed the last day of the month in which the member attains age 60.)

e. The PS applicants 57 through 59 years of age who can qualify for retired pay by age 62 (see AR 135-180) and who have been granted a waiver permitting enlistment over 55 years of age (see chap 4) may enlist in the AR for assignment to a TPU or AR Control Group (Reinforcement). Enlistment may be for a period of time (but not less than 1 year) that will not exceed beyond the last day of the month in which the member attains age 62.

f. The PS applicants with no remaining MSO may select their term of Service as follows:

(1) Enlistment for assignment to TPU of the Selected Reserve may be for 1, 2, 3, 4, 5, 6, 7, or 8 years. The entire period of the enlistment will be with a TPU of the Selected Reserve (except as otherwise authorized by AR 140-10).

(2) Enlistment in the AR for assignment to AR Control Group (Reinforcement) is authorized for persons with no remaining statutory obligation. Enlistment may be for 3, 4, 5, 6, 7, or 8 years, except as otherwise provided for in chapter 9, Program 9G. The period of enlistment will be served in the IRR. (The exception is one in which the member is voluntarily transferred to a TPU of the Selected Reserve during the period of enlistment.)

#### **3-16. Authorized enlistment pay grade determination**

a. The pay grade on enlistment into the RA will be determined under paragraph 3-17 and into the AR under paragraph 3-18. For AR, ARNG, and DOR will be determined per AR 600-20.

(1) Grade determination submitted to CG, USAREC will also be evaluated for enlistment eligibility.

(2) As required, grade determinations submitted to CG, USAREC will have all medical and any conduct waivers completed prior to submission.

(3) All requests for grade determination in grades SPC and below with no more than 7 years total active Service and enlistment at any time after separation will be completed in accordance with paragraph 3-17. The term of enlistment, when added to previous AFS, may not exceed 10 years. The CG, USAREC may consider waivers.

(4) All requests for grade determination in the grade SGT and above will be submitted to CG, USAREC for all PS persons in categories not qualified for consideration under paragraph 3-16.

(5) An applicant who is in the grade of SGT when no vacancy exists in the applicant's current MOS may enlist as a SGT provided the applicant accepts retraining in an MOS provided by CG, USAREC and the applicant has completed the appropriate NCOES leadership requirements or its equivalent. CG, USAREC will determine the MOS for retraining.

(6) Attempts will be made to enlist all PS applicants (regardless of component), to include Glossary NPS applicants, in their former MOS. If a PS applicant request retraining, they will be afforded the opportunity to retrain into a different MOS (new MOS will be based on the applicant's aptitude scores and the needs of the Army). This guidance will be followed until otherwise directed by DCS, G-1 (DAPE-MPA).

(7) Years of active Service must be verified from DD Form 214/DD Form 215.

(8) All applicants who enlist in the grade SGT or above must have an electronic verification approval for

assignment from CG, USAREC. The DOR will be adjusted at the time of RA enlistment per AR 600–20. Guidance counselors will advise applicants that this entry will be reviewed for correct entry at the first duty station or reception battalion.

(9) All applicants will have the authority for pay grade clearly annotated on the DD Form 1966—

(a) If CG, USAREC determined grade, enter “Enlistment Rank Authorized by CG, USAREC, dated YYMMDD, Grade E-x verified by (name, guidance counselor.)”

(b) If grade was determined by paragraph 3–17, enter “Enlistment Grade Authorized by AR 601–210, paragraph 3–17, dated (Day-Mo-Year), Grade E-x verified by (name, guidance counselor.)”

(10) Grade for PS applicants, including Glossary NPS applicants, will be determined at time of entry into delayed status. Grade authorized at time of delayed status will be the enlistment grade authorized at time of RA enlistment.

b. The PS and Glossary NPS may not be enlisted into the DEP.

c. Enlisted members on the TDRL, later found to be physically fit, have a statutory right to enlist in the enlisted rank or the next higher regular enlisted rank held at the time they were placed on the TDRL (10 USC 1211(a)(3)) (see chap 5, sec XIV). All Soldiers being removed from the TDRL must have a grade determination by CG, USAREC.

d. This regulation will not place a PS applicant in a more favorable enlistment grade than they otherwise would have been entitled to, if their Service had been continuous.

e. The following documentation is required to submit a grade determination:

(1) *For RA.*

(a) A memorandum prepared according to instructions in paragraph 4–30.

(b) DD Form 214, DD Form 215 from last enlisted/officer active Service, DD Form 220 (Active Duty Report), or NGB Form 22.

(c) DD Form 1966 and SF 86.

(d) A copy of applicant’s U.S. Military Entrance Processing Command (USMEPCOM) PCN 680–3ADP or other authorized document that clearly displays applicant’s ASVAB date and results.

(e) A copy of current MEPS physical examination, or other authorized document that clearly displays applicant’s current height and weight; date of physical examination; and physical profile, if applicable.

(2) *For AR or ARNG.*

(a) DA Form 1696 (Enlistment/Reenlistment Qualifying Application) (Specially Recruited Personnel).

(b) DD Form 214/DD Form 215 from last enlisted/officer active Service, DD Form 220, or NGB Form 22.

(c) A copy of applicant’s USMEPCOM PCN 680–3ADP or other authorized document that clearly displays applicant’s ASVAB date and results.

(d) Letter from TPU acknowledging break in Service over 48 months. Letter must also state accepted grade, MOS, paragraph, line, and position number the applicant is being accepted into. If applicant is enlisting into an MOS that they have not previously held, TPU must also acknowledge their agreement that the applicant possesses the technical or administrative skills needed for the enlistment MOS.

(e) Letter from applicant stating why their grade should be maintained.

(f) For determinations in the grade of SSG or higher, request must also include all Noncommissioned officer Education System (NCOES) completion certificates and any other supporting documentation.

### **3–17. Enlistment pay grade and terms of enlistment for Regular Army applicants with prior military Service**

Higher grade is authorized using paragraph 2–18 (except para 2–18a(14)), if it is more advantageous to the applicant. Higher grade is not authorized for applicants who have been reduced in rank and discharged or a member of a RC. Term of enlistment will be a minimum of 3 years. Exceptions will be considered when no vacancy exists in the former MOS or other Service occupation does not convert and retraining is required. When retraining is authorized, the term of enlistment, when added to previous AFS, will not exceed a total of 10 years for E–4 and 8 years for E–1 through E–3. Waivers may be considered by the CG, USAREC. An applicant who has been separated from any component in the grades of E–3 or below, as a result of reduction in grade or disciplinary action will not be considered for a grade determination without coordination with CG, USAREC. The following are criteria for eligibility:

a. *A current member of a RC.* If the applicant is a current member of a RC and has not been awarded a MOS and enlists within 12 months from the date released from IADT, the enlistment pay grade will be the grade held at the time of release from IADT. This does not apply if approval authority for release has promoted or demoted the applicant to a higher or lower grade. Applicant must produce a DA Form 4187 approving the promotion to the higher grade.

b. *A former member of AC/RC Service and current member of the RC.*

(1) If applicant was last separated from any component or is a current member of an RC in grades E–1 through E–3 with not more than 5 years AFS and enlists within 48 months from the date of separation, the enlistment grade will be the same grade held at time of separation. If enlisting more than 48 months from completion of military Service obligation, reduce one grade, but will not go below the grade of PV2 unless separated as PV1.

(2) If applicant was last separated from any component or is a current member of an RC in grade E–4 with not more

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
Graduated:	74	06	10
Commission Date:	<u>72</u>	<u>01</u>	<u>12</u>
Dual Status Period:	02	04	28+1 (inclusive day)

Then, compute constructive service credit, which is the 4 years constructive credit less the time already credited as commissioned service:

Maximum Constructive			
Service Credit:	03	11	30
Less Dual Status Time:	<u>02</u>	<u>04</u>	<u>29</u>
Constructive Credit:	01	07	01

The member's basic pay date was 1 year, 7 months, and 1 day before his commission date of January 12, 1972 or June 11, 1970.

4. The scenario is the same as in the previous subparagraph, except the member accepted a commission on July 12, 1974 after starting the internship. The member was entitled to 5 years of constructive service credit instead of 4 years.

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
Date Finished Internship:	75	06	30
Commission Date:	<u>74</u>	<u>07</u>	<u>12</u>
Dual Status Period:	00	11	18+1 (inclusive day)

  

Maximum Constructive			
Service Credit:	04	11	30 (5 years)
Less Dual Status Time:	<u>00</u>	<u>11</u>	<u>19</u>
Constructive Credit:	04	00	11

The member's basic pay date was 4 years, no months, and 11 days before his commission date, or July 1, 1970.

5. An officer, who had been commissioned on November 19, 1962, entered dental school on September 9, 1970 and graduated on May 28, 1974. To compute constructive service credit:

First, compute dual status.

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
Graduated:	74	05	28
Started School:	<u>70</u>	<u>09</u>	<u>09</u>
Dual Service:	03	08	19+1 (inclusive day)

Then, deduct the dual service from the 4-year constructive credit period to arrive at net constructive service credit.

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
Maximum Constructive			
Service Credit:	03	11	30 (4 years)
Less Dual Service:	<u>03</u>	<u>08</u>	<u>20</u>
Constructive Credit:	00	03	10

Change the member's basic pay date to 3 months and 10 days before the previous one (November 19, 1962) to August 10, 1962.

010102. Service Not Creditable

A. In general, do not use any service that is not listed as creditable service to compute a basic pay date. The following list includes a few types of service that are not creditable:

1. The time served in an enlistment that is terminated, voided, or invalidated as fraudulent.
2. The time served as a commissioned officer in the Philippine Army.
3. The constructive time authorized by the Act of December 28, 1945 (59 Stat 664), for determining grade and eligibility for promotion.
4. The period of time a member was on the Emergency Officers' Retired List.
5. The time an individual was a member of a state, home, or territorial guard.
6. For commissioned officers, any period of service performed in the Reserve Officers' Training Corps after October 12, 1964 and prior to August 1, 1979, even if such member held concurrent Reserve status.
7. Time an individual was a member of the inactive National Guard. This does not apply to an individual who was a member of the National Guard Reserve and the National Guard of the United States. Time during which the individual had dual status, enlisted or commissioned, in the inactive National Guard and the National Guard of the United States is creditable.
8. The time, subsequent to September 14, 1981, a member serves while enrolled in the Armed Forces Health Professions Scholarship and Financial Assistance Programs, or while a student at the Uniformed Services University of Health Sciences (USUHS). Use any service creditable on the date of the officer's entry into USUHS to compute the officer's basic pay for longevity purposes while a USUHS student, not to exceed the maximum rate of O-1 pay in Table 1-7 or, if applicable, the maximum O-1E pay in Table 1-8.

9. The time served in a Reserve Component before beginning active duty or an initial period of active duty for training for enlistment in a Reserve Component under 10 U.S.C. 12103(b) or (d) entered into between January 1, 1985, and November 28, 1989.

10. For enlistments entered into on or after November 29, 1989:

a. A period of enlisted service in a Reserve Component under 10 U.S.C. 12103(b) or (d), including inactive service under a DEP, if the member does not perform inactive duty training before beginning active duty or an initial period of active duty for training.

b. Service performed as an enlisted member in a Reserve Component under 10 U.S.C. 513, other than a period of active duty.

11. Prior provisions of law excluded the Simultaneous Membership Program from creditable service for commissioned officers effective October 13, 1964. Public Law 104-201, section 507, September 23, 1996, amended those provisions to provide service credit retroactive to August 1, 1979. Those amendments, as referenced in subparagraph 010101.D.10, resulted in no increase in pay, retired pay, or retainer pay before the date of enactment, September 23, 1996. Service in the program for enlisted members who retained that status remained creditable under all provisions.

B. Effect of Lost Time Absence From Duty on Creditable Service

1. Prior to February 11, 1996, a commissioned or warrant officer was entitled to credit for every day in a commissioned or warrant status, without regard to absence of any kind, whether authorized or unauthorized, and including confinement prior to and during trial. In addition, absence during which a member was serving on active duty as an enlisted member was creditable if the enlisted member also held a commission as a Reserve officer. After February 10, 1996, a commissioned or warrant officer may not count the following periods of absence for any purpose other than that of computing length of service for basic pay:

a. Desertion.

b. Absence from organization, station, or duty for more than 1 day without proper authority, as determined by proper authority.

c. Confinement by military or civilian authorities for more than 1 day in connection with a trial, whether before, during, or after the trial.

d. The officer's inability for more than 1 day, as determined by competent authority, to perform assigned duties because of the officer's intemperate use of drugs or alcoholic liquor, or because of disease or injury resulting from the officer's misconduct.

2. See Table 1-2 to determine the creditability for absence while in an enlisted status.

010103. Active Enlisted and/or Warrant Officer Service for Members in Basic Pay

Grades O-1E, O-2E, or O-3E

A. Service Counted

1. General. Commissioned officers with over 4 years of prior active service as an enlisted member, warrant officer, or combined service in both grades are entitled to count such service for purposes of computing basic pay for longevity purposes. Such prior service includes all active service, in either the Regular or Reserve Component or both (i.e., active duty for training in enlisted or warrant officer status, annual Reserve training duty, and full-time National Guard duty). Service on active duty or active duty for training for at least 4 years and 1 day satisfies the over 4 years of service requirement under this section. See subparagraph 010102.A.8 and applicable notes to Tables 1-7 and 1-8 for student entitlement to basic pay for longevity purposes while attending the USUHS.

2. Creditable Prior Enlisted Service. Effective May 20, 1958, commissioned officers in pay grades O-1, O-2, or O-3 who are credited with over 4 years (i.e., at least 4 years and 1 day) of prior active service as an enlisted member are entitled to the special rate of basic pay for pay grade O-1E, O-2E, or O-3E.

3. Creditable Prior Warrant Officer Service. Effective September 1, 1980, commissioned officers in pay grades O-1, O-2, or O-3 who are credited with over 4 years (i.e., at least 4 years and 1 day) of prior active service as a warrant officer are entitled to the special rate of basic pay for pay grade O-1E, O-2E, or O-3E.

4. Creditable Combined Prior Service. Effective October 1, 1993, commissioned officers in pay grades O-1, O-2, or O-3 who are credited with over 4 years (i.e., at least 4 years and 1 day) of combined prior active service as an enlisted member and warrant officer are entitled to the special rate of basic pay for pay grade O-1E, O-2E, or O-3E.

5. Creditable Service for Certain Reserve Commissioned Officers. Effective January 1, 2002, commissioned officers in pay grades O-1, O-2, and O-3 who are paid from funds appropriated for Reserve personnel and credited with 1,460 points for retirement computed under [10 U.S.C. 12732\(a\)\(2\)](#) service as a warrant officer and/or enlisted member are entitled to the special rate of basic pay for pay grade O-1E, O-2E, or O-3E.

6. Creditable Service for Certain Commissioned Officers. Effective November 24, 2003, the restriction that members must be paid from reserve appropriated funds to qualify for the special rate of basic pay for pay grades O-1E, O-2E, and O-3E based upon creditable service points is eliminated. Therefore, effective that date, commissioned officers in pay grades O-1 through O-3 with more than 1,460 points computed under [10 U.S.C. 12732\(a\)\(2\)](#) for service as a warrant officer and/or an enlisted member are entitled to the special rate of pay. For example: A former enlisted member with a 4-year enlistment who is discharged at the end of active duty obligation and subsequently comes on active duty as a commissioned officer would not be entitled to the special rate of basic pay. The member would not be entitled to this special rate of basic pay because he or she did not have more than 4 years of active duty.

B. Service Not Counted. In computing active service, do not count:

1. Active service in a dual status (temporary officer-permanent enlisted) in the Navy or Marine Corps.

2. Service as a National Guard technician.

3. Except for periods of active duty service performed while a USUHS student, time served as a student at USUHS. See subparagraph 010102.A.8 and applicable notes to Tables 1-7 and 1-8.

#### 010104      Computation of Creditable Service

##### A.      Computing a Basic Pay Date

1. All basic pay date computations start from the date of the member's most recent entry on duty without a break in service. Use the following dates:

a. For enlisted members, the date of enlistment, but see subparagraphs 010101.D.13 and 010102.A.9 and 10, for service under a delayed entry program.

b. For officers, the date of acceptance of a commission. The date of acceptance for officers graduating from a Military Service academy is the date of graduation.

c. For officers entitled to count service as an acting assistant surgeon, intern, or hospital steward in the Public Health Service or the Public Health Marine Hospital Service, the date of acceptance of the appointment. Do not count service performed before that date.

2. After determining initial basic pay date, compute creditable service for all service prior to that date. Use the following to compute basic pay date. If the member had any periods of service during which there was lost time, then do not use those periods here. Instead, compute according to subparagraph 010104.A.3.

a. List beginning dates of service for each separate period of service, without changing any of them, then add them together.

b. List all ending dates. If the day is the 31st day of the month, then change it to 30. If the day is February 28 in a non-leap year, then change it to February 30 for computation purposes. If the day is February 29, then change it to February 30 for computation purposes. Do not change February 28 of a leap year to February 30. Then add all ending dates together.

c. Subtract the beginning day result from the ending day result.

d. For each noncontinuous period of service, add 1 day to account for inclusive days. Explanation: Any period of service is at least one day. If, for

example, the member had one day of service on January 17, 1962, then the computation would look like this:

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
Ending Day:	62	01	17
Less Beginning Day:	<u>62</u>	<u>01</u>	<u>17</u>
	00	00	00

It is necessary to add 1 day for inclusive days to avoid this erroneous answer.

e. Convert to full years, months, and days. The result is years of service creditable for pay purposes.

EXAMPLE:

Member served as follows:

	<u>From:</u>	<u>To:</u>
RA (enlisted)	Jan 1, 51	Feb 28, 54
AUS (Com)	Jun 1, 54	May 26, 61
AFUS (Com)	Aug 1, 63	Mar 31, 68
EASF (Com)	Apr 1, 68	Jun 4, 75

Beginning dates:

Ending Dates:

<u>YR</u>	<u>MO</u>	<u>DAY</u>	<u>YR</u>	<u>MO</u>	<u>DAY</u>
51	01	01	54	02	30
54	06	01	61	05	26
<u>63</u>	<u>08</u>	<u>01</u>	<u>75</u>	<u>06</u>	<u>04</u>
168	15	03	190	13	60

Convert February 28, 1954 to February 30, 1954 since 1954 was not a leap year. Convert March 31, 1968 to March 30, 1968 since the 31st day of a month does not count as an ending date, though it would count as a beginning date. The period from August 1, 1963 through June 4, 1975 is continuous, so it is all included in the third line of the computation.

Subtract total of beginning dates from total of ending dates:

<u>YR</u>	<u>MO</u>	<u>DAY</u>	
190	13	60	(total of ending dates)
189	25	60	(borrowed 12 months from year column)
<u>-168</u>	<u>15</u>	<u>03</u>	
21	10	57	

Add 1 day for each of the 3 periods used in the computation. The result is 21 years, 10 months, and 60 days, which converts to exactly 22 years of creditable service.



3. Regarding computations involving lost time, if a member has lost time, then compute the creditable service for the period served separately, as shown below. Add the results to any creditable service computed separately under subparagraph 010104.A.2.

a. When there is a period of lost time that has not been made good, compute the lost time on a 30-day month basis; but, if the lost time begins on the 31st day of a month, then include that day as a lost day. Compute as follows:

Determine the years, months, and days of lost time and deduct that amount from the total service during the period.

Example 1: A member enlisted for 4 years on July 18, 1970 but was absent without leave (AWOL) from February 10, 1973 through March 16, 1973. The member received a hardship discharge on August 10, 1973 without making up the lost time. The member reenlisted February 20, 1975. Compute creditable service and basic pay date as follows:

First compute the lost time.

	<u>YR</u>	<u>MO</u>	<u>DAY</u>
Ended AWOL:	73	03	16
Began AWOL:	<u>73</u>	<u>02</u>	<u>10</u>
Lost Time:	00	01	06+1 (inclusive day)

Then compute first period of service.

Discharged:	73	08	10
Entered Active Duty:	<u>70</u>	<u>07</u>	<u>18</u>
Subtotal:	03	00	22+1 (inclusive day)
Deduct Lost Time:	<u>00</u>	<u>01</u>	<u>07</u>
Creditable Service:	02	11	16

Subtract 2 years, 11 months, and 16 days from reenlistment date of February 20, 1975 to arrive at a new basic pay date of March 4, 1972.

b. A member who makes good the lost time does so on a day-to-day basis. When the member makes good lost time and completes the enlistment or contract period, compute the period of lost time on both a 30-day month basis and a day-to-day basis and use the result that is most to the member's advantage. To illustrate, if a member is AWOL on March 30 through April 1, it would be 3 days on the day-to-day basis but only 2 days on a 30-day month basis. Compute creditable service as follows (and separately from periods of service which do not have lost time):

First step: Compute total lost time on both a 30-day basis and a day-to-day basis. Convert the day-to-day basis computation to years, months, and days, and compare it to the computation on the 30-day basis. Discard the one which shows a higher total of days lost.

Second step: Compute the gross amount of service during the period by subtracting the entry date from the discharge date and adding 1 day for inclusive day.

Third step: Subtract the lost time from the result of the second step. If the result is at least as long as the enlistment contract, then use that amount. If the result is less than the enlistment contract, then increase it to equal the enlistment contract.

Fourth step: Add this creditable service to any other periods and use the total to figure the member's basic pay date.

Example 2: Assume the member in example 1 had not received a hardship discharge; instead, he or she had completed the enlistment contract, including making good the lost time. He made up the 35 days of lost time computed on a day-to-day basis. The days served to make good the lost time were July 18-31, 1974 (14 days) and August 1-21, 1974 (21 days).

When the member reenlists on February 20, 1975, compute creditable service as follows:

<u>YR</u>	<u>MO</u>	<u>DAY</u>	
74	08	21	(ending date of last period of service)
-70	07	18	(beginning date of last period of service)
04	01	03 +1	(inclusive day)

The result is 4 years, 1 month, and 4 days before deducting lost time. Note that the lost time computed on a 30-day month basis was 37 days, but was only 35 days when computed on a day-to-day basis. Subtract the 35 days lost time from the period of service computed above.

<u>YR</u>	<u>MO</u>	<u>DAY</u>	
04	01	04	
- 00	01	05	
03	11	29	(total service)

The result is less than the enlistment contract of 4 years, but since the member completed the enlistment contract, he or she is entitled to credit for the entire 4 years. Set basic pay date at February 20, 1971, when the member reenlists on February 20, 1975.

Example 3: A member enlisted on July 18, 1970, for 4 years. She was AWOL from July 28, 1973 through September 3, 1973, which is 38 days on a day-to-day basis (July 28-31, 4 days; August 1-31, 31 days; and September 1-3, 3 days). She is discharged on August 24, 1974 after making good the 38 days of bad time by serving July 18-31 (14 days) and August 1-24 (24 days).

When she reenlists on February 20, 1975, compute prior service as follows:

<u>YR</u>	<u>MO</u>	<u>DAY</u>	
74	08	24	(ending date of last period of service)
-70	07	18	(beginning date of last period of service)
04	01	06+1	(inclusive day)

The result is 4 years, 1 month, and 7 days before deducting lost time.

Lost time on a day-to-day basis was 38 days. Lost time on a 30-day month basis is:

Jul 28-31, 1973	03 days
Aug 1-30, 1973	30 days
Sep 1-3, 1973	<u>03 days</u>
Total	36 days

Following the rule set out in step 2, above, deduct the lost time in the manner most beneficial to the member.

<u>YR</u>	<u>MO</u>	<u>DAY</u>	
04	01	07	(service before deducting lost time)
<u>-00</u>	<u>01</u>	<u>06</u>	(lost time)
04	00	01	

Set the basic pay date at February 19, 1971 when the member reenlists on February 20, 1975.

4. Adjusting basic pay date when member has lost time. Lost time does not change an officer's basic pay date (See paragraph 010102.B). When an enlisted person returns to duty after a period of lost time, add the number of days lost time to the member's basic pay date to reflect the lost time.

Example: An enlisted member with no prior service enlisted on July 18, 1973. He was AWOL from February 10, 1975 through March 16, 1975. When member returns to duty status, change his basic pay date as follows:

Compute lost time:

February 10-30	21 days
March 1-16	<u>16 days</u>
	37 days lost time

<u>YR</u>	<u>MO</u>	<u>DAY</u>	
73	07	18	(original basic pay date)
<u>+00</u>	<u>01</u>	<u>07</u>	
73	08	25	

The new basic pay date is August 25, 1973.

B. Procedure When Basic Pay Date Falls on February 29. When basic pay date falls on February 29, entitlement to longevity increases begins on March 1 in non-leap years and on February 29 in leap years.

## 0102 COMPUTATION OF PAY

### 010201. Basic Pay Entitlements

A. When Entitled to Basic Pay. The pay of Military Service members is prescribed by law. Current basic pay rates are contained in Tables 1-7, 1-8, 1-9, 1-10 and at the [Defense Finance and Accounting Service website](#). Members are entitled to receive pay according to their pay grades and years of service if they are:

1. On active duty in a pay status.
2. Not prohibited by law from receiving such pay.

B. Employment of Members in Another Capacity

1. Employment Under the Government

a. Unless otherwise provided by law (such as during the period a member is on terminal leave pending retirement, separation, or release from active duty under honorable conditions), a member may not be employed in another capacity by the government and receive pay; other than the pay and allowances that accrue by reason of the military status. A member may be employed, however, on a voluntary basis during off-duty hours in connection with nonappropriated fund activities.

b. Under agreements such as that between the Department of Defense and the Agency for International Development (AID) of the Department of State, military members may be detailed to agencies such as AID for certain types of service for specified periods. As provided in pertinent agreements, members so detailed are entitled to the pay and allowances of employees of the agency (AID foreign service personnel, in the case of that agency) holding comparable positions. Such members are paid by the agency in which service is performed, not by the Military Service involved.

2. Acceptance or Holding Civil Office

a. An officer of an Armed Force on active duty may not be employed on civil functions if the civil duties separate the member from the parent organization or interfere with the performance of military duties. This applies to employment on civil works or internal improvements, by an incorporated company, or as acting paymaster or disbursing agent of the Bureau of Indian Affairs.

b. Unless otherwise provided by law, an officer of a Regular Component of the Army, Navy, Air Force, or Marine Corps may not hold a civil office by election or appointment under the United States, a territory, possession, or state. Acceptance of such position terminates the officer's appointment and any further entitlement to receive pay and allowances whether or not the officer continues to fulfill the duties as an officer subsequent to accepting the office.

3. Medical Officers. Medical officers on active duty who receive any compensation or stipend payments for services they perform as interns or resident physicians in private or public institutions (state, county, municipal, or privately owned hospitals) receive such payments for the benefit of the United States. Collect these payments from medical officers for deposit to the U.S. Treasury. See [Joint Federal Travel Regulations](#) (JFTR), Volume I,

Chapter 10 for entitlement to Basic Allowance for Housing (BAH), and [Table 25-1](#), rules 6 and 7, for Basic Allowance for Subsistence (BAS) payments.

C. Formal Acceptance of Appointment by Officers

1. Pay and allowances generally accrue from the date of acceptance of appointment as an officer. The normal method of acceptance is taking the oath of office. Commencement of travel in compliance with an order is considered acceptance for pay purposes, but payment will not be made until formal signing of the oath of office. See Table 1-3 for specifics and for graduates of the academies.

2. An officer need not take the oath of office upon promotion if service has been continuous since the last oath.

D. Restriction Against Dual Payments

1. A Reserve member who is called to active duty for more than 30 days in time of war or national emergency is entitled while on that active duty to the pay and allowances prescribed for active duty. Exception is authorized if the member is entitled to a pension, retired pay, or disability compensation for earlier military service, in an amount greater than that prescribed for active duty.

2. Except as prescribed in subparagraph 010201.D.1, a Reserve member who is entitled to payments for earlier military service, and is called to active duty and is entitled to pay, may elect to receive either:

a. The payments for the earlier military service.

b. If member specifically waives those payments, the pay and allowances authorized for the active duty.

E. Posthumous Promotions. Members may be promoted posthumously. The amount of bonus, gratuity, pay, or allowances is not changed by these promotions. This payment restriction does not apply to promotions of members while in a missing status where a determination by the Secretary of the Military Department concerned is subsequently made that the member died before the date of the promotion.

010202. Computing Monthly Pay

A. Monthly Pay

1. Service of 30 Days or More. Compute monthly compensation as if each month had 30 days. When service begins on an intermediate day of the month, pay for the actual number of days served during that calendar month, but only through the 30th day of that month. If active military service begins on the 31st day of any month, then compensation does not accrue for that day. Any person who enters active service during February and serves until the end of the month is entitled to the pay for 1 month (30 days), less the prorated amount for the

number of days expired before entry on duty. If the service ends before the last day of February, then pay the member only for the actual number of days served.

2. Service of Less Than 30 Days. Members of the Uniformed Services entitled to receive compensation for continuous periods of less than 1 month are entitled to pay and allowances for each day of the period at the rate of 1/30 of the monthly amount of such pay and allowances. Include the 31st day of a calendar month in the computation. Members who are obligated to serve on active duty for 30 days or more, but who were released before performing such active duty for at least 30 days, are entitled to receive pay and allowances on a day-to-day basis.

B. Absence Without Pay

1. Deduct 1/30 of 1 month's pay for each day's absence in a nonpay status.

2. No pay is lost for unauthorized absence on the 31st day of a month, except when it is the first day of absence or when the member is paid for the day under subparagraph 020201.B.

3. Absence in a nonpay status on the 28th of February in a non-leap year results in loss of pay for 3 days. If member is absent only on the 28th day of February in a leap year, then deduct the pay for 1 day for the 28th. If absence occurs on the 29th of February, then deduct pay for 2 days. When payment is made under subparagraph 010202.A.2, on the basis of each day actually served, deduct only for the actual period of unauthorized absence.

C. Annual Salary. Annual salary is divided into 12 equal installments. One installment represents the pay for each calendar month. The daily rate is 1/30 of the monthly rate. The above instructions for monthly pay also apply to annual salary.

D. Basic Pay Rates. Tables 1-7 through 1-10 contain monthly rates of basic pay.

010203. Saved Pay

A. Saved Pay and Allowances

1. Enlisted. An enlisted member who accepts an appointment as an officer will, following appointment, be paid the greater of:

a. The pay and allowances to which such member would be entitled if the member had remained in the last enlisted grade held before appointment as an officer and continued to receive increases in pay and allowances authorized for that grade.

b. The pay and allowances to which the member thereafter becomes entitled as an officer.

2. Warrant Officers. A warrant officer who accepts an appointment as a commissioned officer will, following appointment, be paid the greater of:

a. The pay and allowances to which the member thereafter becomes entitled as a commissioned officer.

b. The pay and allowances to which such member would be entitled if the member had remained in the last warrant officer grade held before appointment as a commissioned officer and continued to receive increases in pay and allowances authorized for that grade.

c. In the case of an officer who was formerly an enlisted member, the pay and allowances to which entitled, under subparagraph 010203.A.3.c, before appointment as an officer.

3. Restrictions

a. A member entitled to saved pay is not authorized the pay for one grade and an allowance for another grade.

b. The saved pay amount may be reduced when the member loses entitlement to specific items; however, these specific items shall be included in saved pay if the member again qualifies for such items. (See subparagraph 010203.A.3.g.)

c. In the case of a temporary officer, a member is not entitled to an increase in saved pay because of a promotion to a higher grade.

d. BAH may be continued as an item of saved pay and will be paid whenever it is not forfeited because the member is assigned to government quarters.

e. For enlisted members, basic allowance for subsistence is the alternative for subsistence in kind. Since officers are not authorized subsistence in kind, a member eligible for saved pay is entitled to the appropriate BAS rate (including the “when permitted to mess separately rate” even when subsistence in kind otherwise would be provided or made available) under the conditions prevailing for enlisted members at their permanent station. Credit BAS at the “when permitted to mess separately rate” at all times except when the member would otherwise be entitled to a different rate. (See subparagraph [250102.C.](#))

f. Effective for Appointments Accepted Before January 6, 2006. Special duty assignment pay, incentive pay for hazardous duty, special pay for diving duty, special pay for sea duty, and hardship duty pay (replaced foreign duty pay effective February 4, 1999) may be retained as an item of saved pay only for as long as the member continues to perform the duty and would be eligible to receive payment had the member remained in the former status.

g. Effective for Appointments Accepted On or After January 6, 2006. In determining the amount of the pay and allowances of a grade formerly held by an officer who was an enlisted member and accepted an appointment as an officer, the

following special and incentive pays may be considered only so long as the officer continues to perform the duty that creates the entitlement to, or eligibility for, that pay and would otherwise be eligible to receive that pay in the former grade:

- (1). Incentive pay for hazardous duty under [37 U.S.C. 301](#).
- (2). Submarine duty incentive pay under [37 U.S.C. 301c](#).
- (3). Special pay for diving duty under [37 U.S.C. 304](#).
- (4). Hardship duty pay under [37 U.S.C. 305](#).
- (5). Career sea pay under [37 U.S.C. 305a](#).
- (6). Special pay for service as a member of a Weapons of Mass Destruction Civil Support Team under [37 U.S.C. 305b](#).
- (7). Assignment incentive pay under [37 U.S.C. 307a](#).
- (8). Special pay for duty subject to hostile fire or imminent danger under [37 U.S.C. 310](#).
- (9). Special pay or bonus for an extension of duty at a designated overseas location under [37 U.S.C. 314](#).
- (10). Foreign language proficiency pay under [37 U.S.C. 316](#).
- (11). Critical skill retention bonus under [37 U.S.C. 355](#).

h. The enlisted cash clothing allowances prescribed in [Chapter 29](#) may not be included in the saved pay computation if the officer is entitled to the initial uniform allowance prescribed in [section 3002](#).

i. Family Separation Allowance for Housing (FSH) may be continued as an item of saved pay under the same conditions as BAH (See subparagraph 010203.A.3.c). If the member was entitled to FSH due to enforced separation from the member's family at the time of appointment, then the allowance may be included in the computation of saved pay until entitlement ends. FSH may be reinstated for future periods if the member again qualifies for FSH due to enforced separation from the family. Similarly, other items of overseas station allowance and/or special or incentive pay may be reinstated if a member again qualifies for them.

j. Effective January 6, 2006, the following special and incentive pays are dependent on a member being in an enlisted status and may not be considered in determining the amount of the pay and allowances of a grade formerly held by an officer:



- (1). Special duty assignment pay under [37 U.S.C. 307](#).
- (2). Reenlistment bonus under [37 U.S.C. 308](#).
- (3). Enlistment bonus under [37 U.S.C. 309](#).
- (4). Career enlisted flyer incentive pay under

[37 U.S.C. 320](#).

4. Breaks in Service. A break in service (released from active duty, discharged) does not disqualify an officer for the saved pay and allowances entitlements of this section.

010204. Increased Basic Pay During Period of Service Essential to Public Interest

A. Entitlement to Increased Basic Pay. This section applies only to enlisted members of the Regular Navy or Marine Corps, or Naval or Marine Corps Reserve, whose enlistments expire while serving on a naval vessel in foreign waters.

1. Retention in Service. Such members may be retained on active duty until the naval vessel returns to the continental United States (CONUS) if the period of retention is determined “service essential to the public interests.” The senior officer present afloat makes this determination.

2. Pay and Allowances. During the period of retention, except in time of war, members are entitled to regular pay and allowances, plus a 25-percent increase in the basic pay, to which they were entitled on the day before the period of retention began.

B. Members Not Eligible for Increase

1. Enlisted members are not entitled to the increased basic pay if retained on active duty after expiration of enlistment:

- a. At shore stations.
- b. On ships on duty in waters in or around possessions and territories of the United States.
- c. On ships on duty in ports or waters within the sovereign jurisdiction of the United States.
- d. Due to lack of transportation.
- e. Merely because it is desirable to continue their services, or some benefit may be derived therefrom.

2. A member of the Naval Reserve or Marine Corps Reserve is not entitled to the 25-percent increase while retained beyond period of obligated service, as distinguished from normal date of expiration of enlistment.

C. Restrictions in Use. Do not use the 25-percent increase in computing:

1. Cash settlement for unused leave on discharge.
2. Physical disability or temporary disability retired pay.
3. Disability severance pay.
4. Reenlistment bonus.

D. Termination of Increase in Basic Pay

1. The 25-percent increase in basic pay continues through:
  - a. Date of discharge, if the member is discharged within 30 days after arrival in CONUS.
  - b. Date of transfer to a hospital for treatment.
2. See Table 1-5, rule 19 for the date of termination of normal pay and allowances.

010205. Allowable Travel Time for Reserve Members Called To or Released From Active Duty

A. Pay and Allowances Entitlement for Allowable Travel Time

1. Reserve members called to active duty are entitled to active duty pay and allowances for time allowed for necessary travel from:
  - a. Home to a first duty station.
  - b. Last duty station to home (except when released from active duty for retirement, or dismissal, when discharged, or upon resignation).
2. Pay and allowances for allowable travel time is an earned entitlement. The payment for the return home may be made upon the member's release from such duty without regard to actual performance of the travel. If the member dies after payment, but before payment would otherwise be due, then no part of the payment will be recovered by the United States.

B. Terms and Special Conditions

1. Allowable travel time is considered active duty for all purposes normally ascribed to active duty. The computation of allowable travel time, whether actual or constructive will:

a. For periods of active duty of 30 days or less, be based upon the rules contained in Table 1-6.

b. For periods of active duty of more than 30 days, be based upon the rules and provisions of the [JFTR](#), Volume I, Chapter 10.

2. A member of a Reserve Component is entitled to active duty pay and allowances for allowable travel time, if any, when:

a. Ordered to perform active duty training (ADT).

b. Performing authorized inactive duty training (IDT) immediately before or after ADT at or near the same site.

c. Receiving orders which direct performance of necessary travel to and from the ADT site immediately before and after combined ADT/IDT. The travel date will be specified in the active duty orders. Full retirement point credit is earned for the period of IDT performed.

#### 0103 ABSENCE FROM DUTY, EFFECT ON PAY, AND ALLOWANCES

##### 010301. Authorized Leave

A. Authority. All Military Service members on active duty for 30 consecutive days or more are entitled to accrue leave under applicable Military Service leave regulations. While on authorized leave they are entitled to full pay and allowances except as otherwise provided in Table 1-11.

B. Applicable Service Leave Regulations. Applicable Military Service leave regulations are:

1. Army. [AR 600-8-10](#).

2. Navy. [MILPERSMAN](#).

3. Air Force. [AFI 36-3003](#).

4. Marine Corps. [MCO 1050.3J](#).

##### C. Pay and Allowances During Leave

1. Entitlement. See Table 1-11.

2. Full Pay and Allowances Defined. This term means (includes) the following:

- a. Basic pay.
- b. Special pays.
- c. Incentive pay for hazardous duty.
- d. Basic allowance for subsistence (enlisted leave rations).
- e. Basic allowance for housing.
- f. Personal money allowances.
- g. Clothing maintenance allowances.
- h. Family separation allowances.
- i. Station allowances. (See [JFTR](#), Volume 1, Chapter 9.)

D. Advance Leave Carryover or Change to Excess Leave (Effective November 14, 1986)

1. When Carryover Allowed. Members may elect to carry all or part of an advance leave balance over to a new term of service when discharged for the purpose of:

- a. Reenlisting within 24 hours of discharge or extending an enlistment; or
- b. Accepting an appointment as a warrant or commissioned officer of the Armed Forces. Carryover will not exceed the number of days or fraction of days the member will accrue in the new enlistment or term of service or 30 days, whichever is less.

Example 1: A member's current term of service ends April 30, 1987. The member reenlists for 6 years on March 1, 1987 and has a 5.0-day advance leave balance. The 5.0-day advance leave balance can be carried into the new term of service.

Example 2: A member's current term of service ends September 30, 1987. On May 1, 1987, the member agrees to serve a 12-month extension and has a 12.5-day advance leave balance which will be offset by leave accrual through September 30, 1987. Between May 1, 1987 and September 30, 1987, the member was charged for 30 days of leave. When the extension became operative (October 1, 1987), the member could elect to carry the 30.0-day advance leave balance into the new term of service (12-month extension).

2. Excess Leave. Advance leave becomes excess leave and requires collection of pay and allowances under the following conditions:

- a. Discharge for the purpose of reenlisting, extending an enlistment, or accepting a warrant or commission, and advance leave exceeds 30 days.

b. Advance leave balance exceeds that which will accrue in the new enlistment or term of service (for example, enlistment or extension(s)), including when an agreement to extend is cancelled by the Military Service. If an agreement to extend is cancelled by the member for the purpose of immediate reenlistment, then collect the advance under subparagraph 010301.D.2.a, if applicable.

c. Relief from active duty.

d. Appointment as a cadet or midshipman at a Service academy.

e. Death.

f. Return from a period of leave that was in excess of the number of days of leave and fractions thereof member will accrue before the normal expiration of current enlistment or term of active service. The term of an extension(s) will be considered when determining the normal expiration of current enlistment or term of active service. Extension(s) will be considered from the date the member agrees to the extension(s). Excess leave properly charged before the date a member extends a term of service (reenlistment, appointment or agrees to extend voluntarily or is involuntarily extended) will not be affected and under no circumstances will pay and allowances previously collected be refunded. (See subparagraph 010301.E. when it is known at the time leave is granted that the member will be in excess leave status.)

Example 3: A member's current term of service ended on March 31, 1988. The member reenlisted for 6 years on January 1, 1987 and had a 35.5-day advance leave balance. The member carried 30.0 days of advance leave into the new term of service. The remaining 5.5-day advance leave balance changed to excess leave and required immediate collection of pay and allowances. Subparagraph 010301.E. applies.

Example 4: Same as example 2, except that the member took 34 days of leave between May 1, 1987 and September 30, 1987. Since a maximum of 30.0 days of advance leave could be carried into the new term of service (12-month extension), immediate collection of pay and allowances for the remaining 4.0 days was required when the leave was used. Subparagraph 010301.E, applies.

3. Amount to be Collected. Compute collection under subparagraph 010301.D.2. on the basis of pay and allowances actually received by the member during the period of leave involved.

E. Pay and Allowances During Excess Leave. Members on excess leave are not entitled to pay and allowances, except as provided by paragraph [U10422-C, chapter 10, JFTR](#). Apply the above as follows:

1. When the complete period of leave is granted as excess leave, pay and allowance accrual will be stopped beginning with the first day of leave.

2. When a portion of the leave is granted as advance leave and a portion granted as excess leave, pay and allowance accrual will be stopped beginning with the first day of excess leave. Members in an excess leave are considered to have a rate of pay.

F. Leave Pending Review of Certain Court-Martial Convictions. Under regulations prescribed by the Secretary of the Military Department concerned, members sentenced to unsuspended dismissal or unsuspended dishonorable or bad conduct discharge by court-martial may be required to take leave pending review of their conviction as provided by Article 76a, Uniform Code of Military Justice (UCMJ).

1. Such leave shall be charged against any accrued leave to the member's credit on the day before the day such leave begins unless the member elects to be paid for accrued leave under subparagraph 350101.C.

a. If the member does not elect to be paid for accrued leave or does not have sufficient accrued leave to cover the total period of leave required to be taken, then the leave not covered by accrued leave shall be charged as excess leave.

b. If the member elects to be paid for accrued leave, then the entire period of leave shall be charged as excess leave and pay and allowances will not accrue for such period except under the provisions of subparagraph 010301.F.2.

2. A member required to take leave under Article 76a, UCMJ, whose sentence by court-martial to dismissal or dishonorable or bad-conduct discharge is set aside or disapproved on appellate review, shall accrue pay and allowances for the period of leave charged as excess leave (except for any day of accrued leave for which the member has been paid under subparagraph 010301.F.1.b), unless a rehearing or new trial is ordered and dismissal or dishonorable or bad-conduct discharge results from the rehearing or new trial and such dismissal or discharge is later executed.

a. Computation of Payment. The amount of gross pay and allowances accrued under this subparagraph shall be reduced by the total gross income from wages, salaries, tips, other personal service income, unemployment compensation, and public assistance benefits from any government agency during the period the member is deemed to have accrued gross pay and allowances. The total gross income described above, however, cannot reduce the amount of gross pay and allowances to the extent that the member becomes indebted to the government.

(1). Approved Sentence Does Not Include Reduction. Pay and allowances under this section will be paid in the pay grade held by the member on the day before the day on which the court-martial sentence was approved by the convening authority.

(2). Approved Sentence Includes Reductions. If the pay grade of the member was reduced to a lower grade as a result of the court-martial sentence and the reduction has not been set aside, disapproved, or otherwise vacated, then pay and allowances accrued under this paragraph will be paid at the lower pay grade.

b. Time of Payment

(1). Payment shall be made within 60 days from the date of the order setting aside or disapproving the sentence by court-martial to a dismissal or a dishonorable or bad-conduct discharge if no rehearing or new trial has been ordered.

(2). Payment shall be made within 180 days from the date of the order setting aside or disapproving the sentence by court-martial to a dismissal or a dishonorable or bad-conduct discharge if a rehearing or new trial has been ordered but charges have not been referred to a rehearing or new trial within 120 days from the date of that order.

(3). If a rehearing or new trial has been ordered, and a dismissal or a dishonorable or bad-conduct discharge is not included in the result of the rehearing or new trial, then payment shall be made within 60 days of the date of the announcement of the result of such rehearing or new trial.

(4). If a rehearing or new trial has been ordered, and a dismissal for a dishonorable or bad-conduct discharge is included as the result of such rehearing or new trial, but such dismissal or discharge is not later executed, then payment shall be made within 60 days of the date of the order which set aside, disapproved, or otherwise vacated such dismissal or discharge.

(5). If a member who is entitled to be paid under this section fails to provide sufficient information in a timely manner regarding his/her income when such information is requested under subparagraph 010301.F.3, then the periods of time prescribed in this paragraph shall be extended until 30 days after the date on which the member provides the requested information.

3. In all cases where payment must be made under subparagraph 010301.F.2, the member solely is responsible for providing the information as to sources and amounts of income received by the member during periods of required appellate leave. Pay will be computed only on the basis of a written record. Information as to sources and amounts of income should include, at a minimum, copies of all pertinent income tax returns, employer statements of income earned from wages, salaries, tips, and documentation of other personal service income. In cases where the member has been unemployed, the required information shall include affidavits or written evidence of lack of employment and documentation to verify the duration of unemployment compensation and public assistance benefits received from any government agency.

010302. Unauthorized Absence and Other Lost Time

A. Effect on Pay and Allowances. The types of unauthorized absence and other lost time and their effect on pay and allowances are shown in Table 1-12. (Compute for forfeitures of pay and allowances as instructed in subparagraph 010202.B.)

B. Unauthorized Absence and Desertion

1. Determination by Court-Martial. A member found guilty of unauthorized absence by a court-martial forfeits pay and allowances for the period of absence. An acquittal (or disapproval by the reviewing authority, in case of conviction) affects only the disciplinary aspects of the absence. It does not prevent an administrative determination that the member was absent without leave.

2. Administrative Determination of Unauthorized Absence. When a member is in an unauthorized absence status, an administrative determination must be made as to whether the absence was unavoidable. Table 1-13 contains rules for determining whether the absence was unavoidable. If it is not excused as unavoidable, then the member (including one mentally incompetent) forfeits pay and allowances for the period of absence. This applies even though a court-martial finds the member not guilty of a charge of unauthorized absence, or when a finding of guilty has been disapproved by the reviewing authority.

3. Discharge for Desertion. A discharge for desertion is conclusive evidence of desertion for purpose of forfeiture of pay, even in the absence of trial by court-martial.

4. Dropped From Rolls. A commissioned officer of the Army or Air Force who is dropped from the rolls by the President for absence without authority for 3 months forfeits all pay due or to become due. Pay and allowances due at the time the officer is dropped from the rolls, however, will be used to satisfy debts due the United States and its instrumentalities.

5. Disposition of Forfeitures as a Result of Desertion. When an enlisted member, warrant officer, or limited duty officer forfeits pay as a result of desertion, deposit the gross amount of such forfeited pay to the Armed Forces Retirement Home Trust Fund. Do not, however, deposit this pay beyond the expiration of term of enlistment for enlisted members.

C. Computing Periods of Unauthorized Absence. Unauthorized absence of 24 consecutive hours or less does not affect pay or allowances. This applies even though the absence involves parts of 2 days. When the period of unauthorized absence exceeds 24 consecutive hours, use Table 1-14 to determine the first and last day of the period of absence.

D. Absence in the Hands of Civil Authorities

1. General. Pay the member all pay and allowances earned through the day before the first day of unauthorized absence. If the member is delivered to civil authorities by military authorities, then he or she is entitled to all pay and allowances earned through the day prior to the date of such delivery. For entitlement to pay and allowances during confinement, see Table 1-12, rules 4, 5, and 6.

2. Finding of Insanity. An administrative determination under the rules contained in Table 1-13 must be made as to whether the absence was unavoidable when a member is found not guilty by reason of insanity by a civil court and transferred to a mental institution for an indefinite period of time. Table 1-12 contains rules for determining the effect of the absence on pay and allowances.



3. Work Release Program. In some states and local jurisdictions, a person convicted and sentenced to a term of civil confinement may be released from the confinement facility to the cognizance of an employer during the normal workday. Work release, job rehabilitation, or employment retention programs of this type generally are conducted for the purpose of providing prisoners a means to continue support of their dependents and to demonstrate that they are capable of self-rehabilitation. When members are paroled to military authorities under a “work release” or similar program, they are entitled to pay and allowances for each day of full duty performed commensurate with their grade and military specialty.

E. Absence Due to Disease

1. When Pay Is Forfeited. See Table 1-12, rule 3.
2. When Pay Is Not Forfeited. Pay is not forfeited for absence from duty caused by:
  - a. An injury.
  - b. A disease, except under Table 1-12, rule 3.
  - c. Simple drunkenness, if not coupled with chronic alcoholism or intemperate use of habit-forming drugs.
  - d. Venereal disease, whether or not due to misconduct.

3. Personal Expense Money. A member whose pay is forfeited under Table 1-12, rule 3 for more than 1 month is entitled to \$5 for personal expenses for each full month that he or she forfeits pay. This payment will be made even though the member is indebted to the United States. The term “full month” is the period from a date in 1 month through the preceding date in the following month. For example, July 3 through August 2 is 1 month.

F. Military Confinement. Pay and allowances accrue to a member in military confinement except when:

1. Confined by military authorities, for civil authorities. See Table 1-12, rules 6 and 8.
2. Pay and allowances are forfeited by court-martial sentence. See [Chapter 48](#) and Table 1-12, rule 10.
3. The term of enlistment expires. See subparagraph 010302.G.

G. Term of Enlistment Expires

1. General. Pay and allowances accrue to a member upon return to a full-duty status. Full duty is attained when a member not in confinement is assigned useful and

productive duties (as opposed to duties prescribed by regulations for confinement facilities) on a full-time basis which are not inconsistent with the grade, length of service, and military occupational specialty (MOS). While placement in the same MOS is not essential, the decision to place a member in that MOS or to assign the member available duties consistent with the grade and service rests with the appropriate military commander.

2. Absentee Returned to Military Control. An absentee who surrenders or is apprehended after a term of enlistment has expired is not entitled to pay and allowances until restored to a full-duty status for the purpose of making good the lost time. While held in retention, a member may be assigned duties as prescribed by regulations governing detained prisoners without being returned to full-duty status.

3. Enlistment Expires Before Trial. An enlisted member retained in the Military Service for the purpose of trial by court-martial is not entitled to pay for any period after expiration of the enlistment unless acquitted or the charges are dismissed, or the member is retained in or restored to a full-duty status.

4. Confined Awaiting Trial by Court-Martial. If a member is confined awaiting court-martial trial when the enlistment expires, then pay and allowances end on the date the enlistment expires. If the member is acquitted when tried, then pay and allowances accrue until discharge.

5. Confined Serving Court-Martial Sentence. If a member is confined serving court-martial sentence when the enlistment expires, then pay and allowances end on the date the enlistment expires unless the sentence is completely overturned or set aside as specified in [section 4809](#). Pay and allowances will not accrue again until the date the member is restored to a full-duty status.

6. Confined While in a Status of Being Held in the Service to Make Up Lost Time. If confined while in a status of being held in the Military Service to make up lost time, then an enlisted member continues in a pay status, except to the extent that pay may be forfeited by court-martial, the same as during the regular enlistment period. This pay status terminates if the member is in confinement on the date the normal term of service as extended to make up lost time would have expired, even if restored to duty at a later date.

7. Confinement Deferred or Prisoner Restored to Duty. A prisoner in a nonpay status is entitled to pay and allowances when service of sentence to confinement is deferred or the member is restored to a full-duty status. The date restored to duty is the date the member reported present for duty.

8. Absentee Confined Upon Return to Military Control. An enlisted member whose term of enlistment has expired while in a status of absence without leave or desertion is not entitled to pay and allowances upon return to military control while confined awaiting trial and disposition of the case, if the conviction becomes final and the member has not been returned to a full-duty status. A member, however, who is returned to military control and restored to full duty for the purpose of making good the lost time before being confined to await trial, continues in a pay status except to the extent that pay may be forfeited by court-martial, the same as during the regular enlistment period. This pay status terminates if the member is in

confinement on the date the normal term of service as extended to make up lost time would have expired, even if he or she is restored to duty at a later date.

9. Confined Under Sentence of Death. The pay and allowances of a member serving in confinement under sentence of death and pending completion of the appellate review of the record of trial do not accrue after the expiration of the enlistment.

10. Appellate Review of Court-Martial Sentence. A confined member who is pending appellate review of his or her court-martial sentence is not entitled to pay and allowances after expiration of term of enlistment, unless the conviction is completely overturned or set aside.

H. Reserve Officer Absent From Duty. A Reserve officer whose term of active service expires while confined as a result of court-martial action continues to be entitled to pay and allowances, except when forfeited under an approved sentence of a court-martial or a period of service is terminated by proper orders.

#### 0104 PAYMENT IN CASES OF VOID, VOIDABLE, OR REJECTED ENLISTMENTS OR INDUCTIONS

010401. Voidability of Contract. A fraudulent contract of enlistment or induction is not void but is voidable at the option of the government. When the government becomes aware of the fraud, it may void the contract or waive the objection and allow the contract to stand. (See Table 1-15.)

010402. Fraudulent Enlistments – Pay and Allowances. Members under investigation or determined to be serving in fraudulent enlistments are due pay and allowances for periods shown in Table 1-15.

010403. Donations and Travel Payments. See [Chapter 35](#).

010404. Disbursing Officer Entitled to Credit. A disbursing officer is entitled to credit for proper payments to a member who fraudulently enlisted if payments were made without the knowledge of the fraud and before the government rescinded the contract.

010405. Failure to Discover Physical Condition of Enlistee or Inductee. Failure to discover that the physical condition of an enlistee or inductee was such as would warrant rejection for military service does not deprive member of right to pay and allowances or of the status of being entitled to basic pay. (See Table 1-15.)

<b>SERVICE AS CADET OR MIDSHIPMAN – OFFICERS</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>When a member currently serving as an officer has had service as a cadet or midshipman in</b>	<b>to which appointed</b>	<b>and member</b>	<b>then the period involved is</b>
	<b>1</b> any of the military academies		held no concurrent enlisted and/or Reserve status	not creditable.
	<b>2</b>	after June 25, 1956	had an enlistment contract or period of obligated service that was not terminated	
	<b>3</b>	as a permanent midshipman before June 26, 1956		
	<b>4</b>		concurrently retained a commission or warrant in the Army or Air Force Reserve	creditable.
	<b>5</b>	on or after January 1, 1953	concurrently retained a commission or warrant in the Naval Reserve	
	<b>6</b>	before June 26, 1956	concurrently held an enlisted status in the Army or Air Force Reserve	

**Table 1-1. Service as Cadet or Midshipman - Officers**

<b>ABSENCE FROM DUTY IN ENLISTED STATUS</b>			
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>When the absence is</b>	<b>and</b>	<b>then the period of absence is</b>
<b>1</b>	authorized leave or authorized excess leave		creditable.
<b>2</b>	unauthorized absence of more than 1 day (24 consecutive hours) (including detention of Army or Air Force members by or for civil authorities)	is administratively excused as unavoidable	not creditable (note 2).
<b>3</b>		is not administratively excused as unavoidable	
<b>4</b>	civil detention of a Navy or Marine Corps member	occurred before July 24, 1956, and the member was not acquitted or released without trial, and without making restitution	
<b>5</b>		occurred on or after July 24, 1956, and the member was absent under sentence or awaiting (and during) trial which resulted in conviction (note 1)	
<b>6</b>	inability to perform duty for more than 1 day (24 consecutive hours) because of intemperate use of alcohol or drugs, or disease or injury resulting from misconduct		
<b>7</b>	desertion		
<b>8</b>	because of confinement for more than 1 day (24 consecutive hours) while awaiting trial (if the trial results in conviction) or confinement as the result of a court-martial sentence (note 4)	the member was a member of the Army or Air Force	
<b>9</b>	absence of a Navy or Marine Corps member because of confinement of more than 1 day (24 consecutive hours) while awaiting trial (if the trial results in conviction) or confinement as the result of a court-martial sentence	the confinement occurred on or after July 24, 1956 (note 4)	
<b>10</b>		the confinement occurred before July 24, 1956	(note 3).

**NOTES:**

1. If the member is released without trial or acquitted, or if conviction is set aside on legal grounds (as distinguished from clemency), then the period of absence is creditable. If the member is released upon agreement to make restitution or is later convicted by court-martial on the same facts, then the period of absence is not creditable.
2. Prior to February 11, 1996, absence during which a member was serving on active duty as an enlisted member and was also a Reserve officer is creditable. After February 10, 1996, a commissioned or warrant officer may not count the periods of absence for any purpose other than for computing length of service for basic pay. Also, see subparagraph 010102.B.
3. The period of absence is not creditable only if the confinement was under general court-martial sentence and/or while waiting (and during) trial which resulted in a sentence by a general court-martial to confinement and total loss of pay and allowances.
4. Period spent in confinement is creditable when the member is acquitted or the sentence is set aside or disapproved.

**Table 1-2. Absence From Duty in Enlisted Status**

WHEN ACTIVE DUTY PAY BEGINS					
R U L E	AA	B	C	D	E
				then active duty pay and allowances	
	When a person is	in the	and	begin on:	are authorized for:
1	originally appointed as a permanent officer	Regular Army, Navy, Marine Corps, or Air Force (note 1)		date of formal acceptance of appointment (see subparagraph 010201.C.).	
2	an enlisted member temporarily appointed to a warrant or commissioned officer grade	Navy or Marine Corps			
3	an enlisted member or warrant officer on active duty appointed to a commissioned officer grade under <a href="#">10 U.S.C. 12201</a>	Reserve			
4	enlisted, reenlisted, or inducted	Regular Army, Navy, Marine Corps, or Air Force		date of enlistment, reenlistment, or induction.	
5	service academy graduate commissioned as a second lieutenant or ensign	Regular Army or Air Force		date of graduation (note 2).	
6		Regular Navy or Marine Corps		date of formal acceptance of appointment.	
7	Reserve or retired member called or recalled to active duty	Army, Navy, Marine Corps, or Air Force		date member necessarily complies with active duty order (note 3).	
8	AUS or USAF without component temporary officer called to active duty	Army or Air Force		date member necessarily complies with active duty orders (note 3).	
9	Reserve or retired member ordered to active duty to take a physical examination incident to being ordered to active duty for more than 30 days	Navy, Marine Corps, Army, or Air Force			period of the examination, and allowable travel time in connection therewith (notes 3, 5, 6, and 7).
10	ARNG or ANG member called into Federal service	Army or Air Force	the period of Federal service is 30 days or less	date of reporting at place of rendezvous.	
11			the period of Federal service is more than 30 days or an indefinite period	date member necessarily complies with active duty orders (notes 3 and 4).	

**Table 1-3. When Active Duty Pay Begins**

<b>WHEN ACTIVE DUTY PAY BEGINS</b>					
<b>R U L E</b>	<b>AA</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
				<b>then active duty pay and allowances</b>	
	<b>When a person is</b>	<b>in the</b>	<b>and</b>	<b>begin on:</b>	<b>are authorized for:</b>
<b>12</b>	a separated Service academy cadet required to serve a period of enlisted active duty	Regular Army, Navy, Marine Corps, or Air Force		date following date of approval of cadet's separation from the academy.	

**NOTES:**

1. Original appointments include officers appointed from warrant officer, enlisted member, or civilian status.
2. Pay accrues from date of graduation, even though appointment is issued and accepted at later date.
3. See paragraph 010205 of this chapter and Table 1-6 for allowable travel time to include in computation. Pay and allowances do not accrue if the member begins travel or reports earlier than the travel time necessary to comply with the active duty orders.
4. Pay status does not begin if the ARNG or ANG member is unable to respond to the call to active duty because of illness or other reason.
5. If member passes the physical examination, then pay and allowances accrue for travel time to first duty station when later ordered to active duty for more than 30 days.
6. If the member fails the physical examination, then pay and allowances accrue for period required for the examination and travel time to and from the examination.
7. If the member is ordered to active duty solely to take a physical examination, not incident to being ordered to active duty, then active duty pay and allowances do not accrue.

**Table 1-3. When Active Duty Pay Begins (Continued)**

INCREASES IN PAY ON PROMOTION OR RESTORATION OF GRADE					
R U L E	A	B	C	D	E
	When member is a(n)	and action is	in the	and	then effective date of increase in pay and allowances is
1	officer	designation of special assignment under <a href="#"><u>10 U.S.C. 601(a)</u></a>	Army, Air Force, or Marine Corps as General or Lt General; or Navy as Admiral or Vice Admiral		date officer assumes the designated duty (note 1).
2	Reserve officer not on the active duty list	promotion to grade above O-2	Navy or Marine Corps		date officer becomes eligible for promotion to the higher grade.
3		promotion to grade O-2			date of rank.
4	officer	promotion to grade above O-1	Uniformed Services		effective date of the promotion.
5	Reserve officer on active duty (other than for training) (but not on the active duty list)	permanent promotion to a higher Reserve grade	Army or Air Force	officer is ordered to serve on active duty in the higher permanent Reserve grade	effective date of orders to serve on active duty in the higher permanent Reserve grade (note 2).
6				officer is serving on active duty and assigned to a position requiring a grade equal to or higher than the grade to which promoted	effective date of orders or letter announcing promotion (note 3).
7		temporary promotion to a higher Reserve grade			effective date of orders announcing promotion; or date shown in special orders confirming verbal orders.
8	enlisted member	advancement in rank or rating	Navy	effective date is specified in the letter authorizing the advance	effective date is stated, or date of the letter, whichever is later (note 4).
9				effective date is not stated in letter	date advance was actually effected, but not before date member's commander receives the authority (note 4).
10				Marine Corps	effective date is specified in the directive authorizing the advance

**Table 1-4. Increases in Pay on Promotion or Restoration of Grade**



INCREASES IN PAY ON PROMOTION OR RESTORATION OF GRADE					
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>When member is a(n)</b>	<b>and action is</b>	<b>in the</b>	<b>and</b>	<b>then effective date of increase in pay and allowances is</b>
<b>11</b>	enlisted member	advancement in rank or rating	Marine Corps	promotion is not effected by directive	date certificate of appointment is signed by issuing authority (note 4).
<b>12</b>		appointment or promotion to a higher grade	Army or Air Force		1. date cited in orders, or date of orders, whichever is later (note 5); or 2. date of oral appointment or promotion, if later confirmed in writing (note 4).
<b>13</b>		restoration of former grade		reason for reduction was nonjudicial punishment	may be retroactive to date of reduction.
<b>14</b>				reason for reduction was inefficiency	date of restoration orders.

**NOTES:**

- If the officer's assignment is terminated because of:
  - Assignment to another position also designated a special assignment, the officer will continue to draw the pay rate of the terminated assignment through the day before assuming the new position.
  - Hospitalization, the officer will continue to draw the pay rate of the terminated assignment for the full period of hospitalization, but for not more than 180 days.
  - Retirement, the officer will continue to draw the pay rate of the terminated position through the day before retirement, but for not more than 90 days.
- A retroactive amendment of active duty orders is authority to serve in the higher grade from date of the amendment only. Increased pay and allowances are authorized from that date. Such orders do not create entitlement to increased pay and allowances for the retroactive period.
- A retroactive promotion date is to be used only for consideration of seniority and time in grade for future promotions. Such orders do not create entitlement to increased pay and allowances for the period between the eligibility date for promotion and the effective date of the promotion order or letter. The effective date of promotion for purposes of entitlement to increased pay and allowances must not be earlier than the date the officer is assigned to a position requiring a grade equal to or higher than the grade to which promoted.
- An appointment, promotion, or advancement to a higher grade with an effective date beyond the expiration date of the current enlistment and which is contingent upon the member's extension of enlistment or reenlistment, entitles the member to increased pay and allowances from the effective date of extension or reenlistment, whichever is later. Payment for the higher rank or rating is not authorized for a period prior to date of current enlistment.
- This restriction does not prevent payment to enlisted members for retroactive promotions or advancements that are made pursuant to [10 U.S.C. 1552\(a\)\(2\)](#) (retroactive promotion or advancement without decision of the Board for Correction of Military Records), effective October 23, 1992.

**Table 1-4. Increases in Pay on Promotion or Restoration of Grade (Continued)**

<b>TERMINATION OR REDUCTION OF ACTIVE DUTY PAY AND ALLOWANCES</b>					
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>If member is in the</b>	<b>and status is an</b>	<b>and action is</b>	<b>and reason for retention is</b>	<b>then pay and allowances are authorized through date</b>
<b>1</b>	Regular Army, Navy, Marine Corps, or Air Force	officer holding permanent appointment or promotion	resignation, discharge, or dismissal		1. shown as official date of separation in official notice; or 2. officer receives official notice, if no official date of separation is shown (note 1).
<b>2</b>			discharge or dismissal from permanent status		of termination of appointment.
<b>3</b>			resignation		before date placed on the retired list.
<b>4</b>			transfer to Fleet Reserve, or Fleet Marine Corps Reserve (note 7)		
<b>5</b>			involuntary retirement under Officer Personnel Act of 1947		
<b>6</b>			retirement on last day of month after month member completed 30 years of active service		
<b>7</b>			retirement, other than as shown in rules 5 and 6; includes physical disability retirement		before date of acceptance of permanent appointment.
<b>8</b>			permanent appointment as an officer		
<b>9</b>			termination of appointment for any other reason		of termination of appointment.
<b>10</b>	Army, Navy, Marine Corps, or Air Force Reserve	officer or enlisted member	release from active duty		of allowable travel time after release (see Table 1-6).
<b>11</b>			release from active duty for retirement		before date placed on retired list.
<b>12</b>			discharge, dismissal, or a resignation		shown in official separation notice, or date member receives official notice of separation.
<b>13</b>	Army, Navy, Marine Corps, or Air Force	enlisted member	retirement (including physical disability retirement)		before date placed on retired list.
<b>14</b>			transfer to Fleet Reserve or Fleet Marine Corps Reserve		of transfer.
<b>15</b>			discharge		of discharge (note 2).

**Table 1-5. Termination or Reduction of Active Duty Pay and Allowances**

<b>TERMINATION OR REDUCTION OF ACTIVE DUTY PAY AND ALLOWANCES</b>					
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>If member is in the</b>	<b>and status is an</b>	<b>and action is</b>	<b>and reason for retention is</b>	<b>then pay and allowances are authorized through date</b>
<b>16</b>	Army, Navy, Marine Corps, or Air Force	enlisted member	retention in service after expiration of term of service (note 3)	convenience of the government	of the period of retention.
<b>17</b>				to make good lost time	of the period of retention, if retained in full duty status or if authorized to perform duty.
<b>18</b>				probation after confinement	of the probational period, if duty is performed during such period.
<b>19</b>				medical care or hospitalization (with member's consent)	of release from medical care or hospitalization (note 4).
<b>20</b>				service is essential to public interest (section 0204, this chapter)	of discharge (note 5).
<b>21</b>				court-martial action	see subparagraph 010302.G.
<b>22</b>		officer or enlisted member	demotion (administrative)		before date of demotion orders at the higher rate; and at the reduced rate on and after date of demotion orders.
<b>23</b>			death		of death.
<b>24</b>			revoking a promotion (erroneous promotion through administrative error)		before date of discovery at the higher rate; at the reduced rate on or after date of discovery (note 6).
<b>25</b>			retirement		retirement orders are delivered or member is notified that retirement orders were issued.

**NOTES:**

1. Discharge orders do not of themselves relieve the government of its obligation to an officer. The officer must have received actual or constructive notice by the effective date, unless the officer willfully avoids notice of separation. If kept in Military Service without fault, in ignorance of an order of dismissal, then the officer is entitled to all salaries and benefits of the office. If held in Military Service under orders after the date shown in separation orders, then the officer is entitled to pay if there is nothing in the records showing non-entitlement.
2. Includes discharge for underage enlistment. Does not include discharge for fraudulent contract of enlistment. (See section 0104.)
3. A member whose enlistment is extended involuntarily by law comes under rule 15, not rules 16-21.
4. If medical care or hospitalization was due to member's misconduct, then pay and allowances terminate on date of expiration of term of Military Service.
5. See subparagraph 010204.E. for date of termination of the 25 percent increase in basic pay.
6. An erroneous promotion is later voided by revoking promotion orders (certificates of appointment or other documents used by the Military Service concerned to administratively effect promotions) from the original effective date. Payment of the pay and allowances of the higher grade through the date prior to the date of discovery is contingent, in each case, upon an administrative determination of the commander that service performed while serving in the higher grade may be regarded as service performed in a "de facto" status, that is, the member was promoted by competent authority and performed duties of the higher grade. (See procedural regulations of the Military Service concerned.)
7. A member who reverts from a temporary officer appointment to a permanent enlisted or warrant officer grade is entitled, if otherwise proper, to the active duty pay and allowances of the temporary officer grade through and including the date of reversion.

**Table 1-5. Termination or Reduction of Active Duty Pay and Allowances (Continued)**

<b>ALLOWABLE TRAVEL TIME, TRAVEL BETWEEN PLACES WITHIN THE UNITED STATES</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>If order to active duty is for</b>	<b>and travel by</b>	<b>then travel time allowed is</b>	<b>using</b>
<b>1</b>	30 days or less	all transportation is reasonably available (note 3)	computed on the basis of air transportation (not more than 1 day for travel between places within the continental United States) (note 4)	actual commercial air schedules, and including the actual or estimated time to travel to and from air terminal(s) (but not more than 2 hours for each trip) (notes 1 and 2).
<b>2</b>		air transportation is not reasonably available for entire travel (note 3)	computed as if actually performed by public surface transportation	actual schedules of fastest available mode (notes 1 and 2).

**NOTES:**

1. Travel is not expected to start or end between midnight and 0600.
2. Travel days will not exceed the computed travel time. In the computation of travel time, use existing commercial schedules to determine the latest departure time that would permit arrival at the duty station on the reporting date and hour. On release from active duty, use earliest schedule after release which would permit arrival home by fastest available means, without regard to actual performance of travel. A member of a Reserve Component who:
  - a. is ordered to perform active duty training (ADT);
  - b. performs authorized inactive duty training (IDT) immediately before or after ADT at or near the same site; and
  - c. receives orders which direct performance of necessary travel to and from the ADT site immediately before and after combined ADT/IDT is entitled to active duty pay and allowances for allowable travel time per subparagraph 010205.B. The travel date will be specified in the active duty orders. Full retirement point credit is earned for the period of IDT performed.
3. When the air terminal is within 50 miles of the active duty station and direct or connecting flights are obtainable within 50 miles of the place from which ordered to active duty.
4. Additional time may be allowed when there is an actual delay in air travel. The delay must have been due to reasons beyond the control of the member, such as mechanical failure, adverse weather conditions, excess passenger load, cancelled flights, illness of other passengers, or other circumstances.

**Table 1-6. Allowable Travel Time – Travel Between Places Within the United States**

**MONTHLY RATES OF BASIC PAY – COMMISSIONED OFFICERS, ACADEMY CADETS, MIDSHIPMEN, AND ROTC MEMBERS - EFFECTIVE JANUARY 1, 2011 (NOTES 1 TO 6)**

<i>Cumulative Years of Service</i>											
Pay Grade (note 1)	2 or less	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14	Over 16	Over 18
O-10											
O-9											
O-8	9,530.70	9,842.70	10,050.00	10,107.90	10,366.50	10,798.20	10,899.00	11,308.80	11,426.40	11,779.80	12,291.00
O-7	7,919.10	8,287.20	8,457.30	8,592.60	8,837.70	9,079.80	9,359.70	9,638.70	9,918.60	10,798.20	11,540.70
O-6	5,869.50	6,448.50	6,871.50	6,871.50	6,897.60	7,193.40	7,232.40	7,232.40	7,643.40	8,370.30	8,796.90
O-5	4,893.00	5,512.20	5,893.80	5,965.80	6,203.70	6,346.20	6,659.40	6,889.20	7,186.20	7,640.70	7,856.70
O-4	4,221.90	4,887.30	5,213.40	5,286.00	5,588.70	5,913.30	6,317.40	6,632.10	6,851.10	6,976.50	7,049.10
O-3	3,711.90	4,208.10	4,542.00	4,951.80	5,188.80	5,449.20	5,617.80	5,894.70	6,039.00	6,039.00	6,039.00
O-2	3,207.30	3,652.80	4,207.20	4,349.10	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50
O-1	2,784.00	2,897.40	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50

**MONTHLY RATES OF BASIC PAY – COMMISSIONED OFFICERS, ACADEMY CADETS, MIDSHIPMEN, AND ROTC MEMBERS - EFFECTIVE JANUARY 1, 2011 (NOTES 1 TO 6)**

<i>Cumulative Years of Service</i>											
Pay Grade (note 1)	Over 20	Over 22	Over 24	Over 26	Over 28	Over 30	Over 32	Over 34	Over 36	Over 38	Over 40
O-10	15,400.80	15,475.80	15,797.70	16,358.40	16,358.40	17,176.20	17,176.20	18,034.80	18,034.80	18,936.90	18,936.90
O-9	13,469.70	13,663.80	13,944.00	14,433.00	14,433.00	15,155.10	15,155.10	15,912.90	15,912.90	16,708.50	16,708.50
O-8	12,762.30	13,077.30	13,077.30	13,077.30	13,077.30	13,404.30	13,404.30	13,739.40	13,739.40	13,739.40	13,739.40
O-7	11,540.70	11,540.70	11,540.70	11,599.50	11,599.50	11,831.70	11,831.70	11,831.70	11,831.70	11,831.70	11,831.70
O-6	9,222.90	9,465.60	9,711.30	10,187.70	10,187.70	10,391.10	10,391.10	10,391.10	10,391.10	10,391.10	10,391.10
O-5	8,070.30	8,313.30	8,313.30	8,313.30	8,313.30	8,313.30	8,313.30	8,313.30	8,313.30	8,313.30	8,313.30
O-4	7,049.10	7,049.10	7,049.10	7,049.10	7,049.10	7,049.10	7,049.10	7,049.10	7,049.10	7,049.10	7,049.10
O-3	6,039.00	6,039.00	6,039.00	6,039.00	6,039.00	6,039.00	6,039.00	6,039.00	6,039.00	6,039.00	6,039.00
O-2	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50	4,438.50
O-1	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50	3,502.50

**NOTES:**

1. For rank titles, see [Comparable Grades](#).
2. Basic pay for pay grades O-7 through O-10 is limited to the rate of basic pay for Level II of the Executive Schedule, which is **\$14,975.10**. Basic pay for pay grades O-6 and below is limited to the rate of basic pay for Level V of the Executive Schedule, which is **\$12,141.60**.
3. Basic pay, regardless of years of service, while serving as Chairman or Vice Chairman of the Joint Chiefs of Staff, Chief of Staff of the Army, Chief of Naval Operations, Commandant of the Marine Corps, Chief of Staff of the Air Force, or commander of a unified or specified combatant command (as defined in [10 U.S.C. 161\(c\)](#)) is **\$20,263.50**. However, the basic pay is limited to the rate of basic pay for Level II of the Executive Schedule, which is **\$14,975.10**.
4. O-1, O-2, and O-3 rates do not apply to commissioned officers who have been credited with over 4 years (i.e., at least 4 years and 1 day) of active duty service as an enlisted member or as a warrant officer or as both an enlisted member and a warrant officer.
5. These rates or, when applicable, the O-1E rates in Table 1-8 apply during periods of active service while as a student of the Uniformed Services University of Health Sciences. Also see subparagraphs 010201.H. and 010301.A.
6. Basic pay rate for Academy Cadets/Midshipmen and ROTC members/applicants is **\$974.40**.

**\*Table 1-7. Monthly Rates of Basic Pay – Commissioned Officers, Academy Cadets/Midshipmen, and ROTC Members/Applicants – Effective January 1, 2011**

**MONTHLY RATES OF BASIC PAY – COMMISSIONED OFFICERS CREDITED WITH OVER 4 YEARS OF ACTIVE DUTY ENLISTED AND/OR WARRANT OFFICER SERVICE – EFFECTIVE JANUARY 1, 2011 (NOTES 1 TO 3)**

<i>Cumulative Years of Service (note 2)</i>								
<b>Pay Grade</b>	<b>Over 4</b>	<b>Over 6</b>	<b>Over 8</b>	<b>Over 10</b>	<b>Over 12</b>	<b>Over 14</b>	<b>Over 16</b>	<b>Over 18</b>
<b>O-3E</b>	4,951.80	5,188.80	5,449.20	5,617.80	5,894.70	6,128.10	6,262.20	6,444.90
<b>O-2E</b>	4,349.10	4,438.50	4,580.10	4,818.60	5,002.80	5,140.20	5,140.20	5,140.20
<b>O-1E (note 3)</b>	3,502.50	3,740.40	3,878.70	4,020.30	4,158.90	4,349.10	4,349.10	4,349.10

**NOTES:**

1. Basic pay is limited to the rate of basic pay for Level V of the Executive Schedule, which is \$12,141.60.
2. Creditable service to be taken into account for purposes of this table is active service as an enlisted member or as a warrant officer or as both an enlisted member and a warrant officer, in the case of a commissioned officer on active duty who is paid from funds appropriated for active-duty personnel; or a commissioned officer on active Guard and Reserve duty. Effective November 24, 2003, creditable service to be taken into account for purposes of this table in the case of a commissioned officer is service as an enlisted member or as a warrant officer, or as both an enlisted member and a warrant officer, for which more than 1,460 points have been credited to the officer for the purposes of [title 10, U.S.C. section 12732\(a\)\(2\)](#).
3. These rates do not apply to students of the Uniformed Services University of Health Sciences (USUHS) who do not have over 4 years (i.e., at least 4 years and 1 day) of active duty service as an enlisted member or as a warrant officer or as both an enlisted member and a warrant officer. See Table 1-7 for applicable rates. USUHS students with over 4 years of prior enlisted and/or warrant officer service are entitled to the O-1E rate of basic pay in this table during such active duty periods. Also see subparagraphs 010201.H. and 010301.A.

**\*Table 1-8. Monthly Rates of Basic Pay – Commissioned Officers Credited With Over 4 Years of Active Duty Enlisted and/or Warrant Officer Service - Effective January 1, 2011**

<b>MONTHLY RATES OF BASIC PAY – WARRANT OFFICERS - EFFECTIVE JANUARY 1, 2011 (NOTE)</b>											
<i>Cumulative Years of Service</i>											
Pay Grade (note 1)	2 or less	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14	Over 16	Over 18
W-5											
W-4	3,836.10	4,126.50	4,245.00	4,361.40	4,562.10	4,760.70	4,961.40	5,264.40	5,529.60	5,781.90	5,988.30
W-3	3,502.80	3,648.90	3,798.60	3,847.80	4,004.70	4,313.70	4,635.00	4,786.20	4,961.10	5,142.00	5,466.00
W-2	3,099.90	3,393.00	3,483.30	3,545.40	3,746.40	4,059.00	4,213.50	4,366.20	4,552.50	4,698.00	4,830.00
W-1	2,721.00	3,013.50	3,092.40	3,258.90	3,456.00	3,745.80	3,881.40	4,070.40	4,256.70	4,403.10	4,538.10

<b>MONTHLY RATES OF BASIC PAY – WARRANT OFFICERS - EFFECTIVE JANUARY 1, 2011 (NOTE)</b>											
<i>Cumulative Years of Service</i>											
Pay Grade (note 1)	Over 20	Over 22	Over 24	Over 26	Over 28	Over 30	Over 32	Over 34	Over 36	Over 38	Over 40
W-5	6,820.80	7,167.00	7,424.70	7,710.00	7,710.00	8,095.80	8,095.80	8,500.50	8,500.50	8,925.90	8,925.90
W-4	6,189.60	6,485.40	6,728.40	7,005.60	7,005.60	7,145.70	7,145.70	7,145.70	7,145.70	7,145.70	7,145.70
W-3	5,685.30	5,816.40	5,955.60	6,144.90	6,144.90	6,144.90	6,144.90	6,144.90	6,144.90	6,144.90	6,144.90
W-2	4,987.80	5,091.60	5,174.10	5,174.10	5,174.10	5,174.10	5,174.10	5,174.10	5,174.10	5,174.10	5,174.10
W-1	4,701.60	4,701.60	4,701.60	4,701.60	4,701.60	4,701.60	4,701.60	4,701.60	4,701.60	4,701.60	4,701.60

**NOTE:**

Basic pay is limited to the rate of basic pay for Level V of the Executive Schedule which is \$12,141.60.

**\*Table 1-9. Monthly Rates of Basic Pay – Warrant Officers - Effective January 1, 2011**

MONTHLY RATES OF BASIC PAY – ENLISTED MEMBERS – EFFECTIVE JANUARY 1, 2011 (NOTES 1 TO 5)											
Pay Grade (note 1)	Cumulative Years of Service										
	2 or less	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14	Over 16	Over 18
E-9							4,634.70	4,739.70	4,872.00	5,027.70	5,184.60
E-8						3,794.10	3,961.80	4,065.60	4,190.40	4,325.10	4,568.40
E-7	2,637.30	2,878.50	2,988.90	3,135.00	3,249.00	3,444.60	3,554.70	3,750.90	3,913.50	4,024.50	4,143.00
E-6	2,281.20	2,510.10	2,620.80	2,728.50	2,840.70	3,093.60	3,192.30	3,382.80	3,441.00	3,483.60	3,533.40
E-5	2,090.10	2,230.20	2,337.90	2,448.30	2,620.20	2,800.50	2,947.50	2,965.50	2,965.50	2,965.50	2,965.50
E-4	1,916.10	2,014.20	2,123.40	2,230.80	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90
E-3	1,729.80	1,838.70	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00
E-2	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90
E-1 (note 4)	1,467.60										
E-1 (note 5)	1,357.20										

MONTHLY RATES OF BASIC PAY – ENLISTED MEMBERS – EFFECTIVE JANUARY 1, 2011 (NOTES 1 TO 5)											
Pay Grade (note 1)	Cumulative Years of Service										
	Over 20	Over 22	Over 24	Over 26	Over 28	Over 30	Over 32	Over 34	Over 36	Over 38	Over 40
E-9	5,436.60	5,649.30	5,873.40	6,215.70	6,215.70	6,526.20	6,526.20	6,852.90	6,852.90	7,195.80	7,195.80
E-8	4,691.70	4,901.70	5,017.80	5,304.60	5,304.60	5,411.10	5,411.10	5,411.10	5,411.10	5,411.10	5,411.10
E-7	4,189.20	4,342.80	4,425.60	4,740.00	4,740.00	4,740.00	4,740.00	4,740.00	4,740.00	4,740.00	4,740.00
E-6	3,533.40	3,533.40	3,533.40	3,533.40	3,533.40	3,533.40	3,533.40	3,533.40	3,533.40	3,533.40	3,533.40
E-5	2,965.50	2,965.50	2,965.50	2,965.50	2,965.50	2,965.50	2,965.50	2,965.50	2,965.50	2,965.50	2,965.50
E-4	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90	2,325.90
E-3	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00	1,950.00
E-2	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90	1,644.90
E-1 (note 4)	1,467.60										
E-1 (note 5)	1,357.20										

**NOTES:**

- For rank titles, see [Comparable Grades](#).
- Basic pay for senior enlisted member (grade E-9) is **\$7,489.80** regardless of years of service while serving as:
  - Sergeant Major of the Army or Marine Corps.
  - Master Chief Petty Officer of the Navy or Coast Guard.
  - Chief Master Sergeant of the Air Force.
  - Senior Enlisted Advisor of the Chairman, Joint Chiefs of Staff

If a member is placed on terminal leave pending retirement immediately following the completion of service as the senior enlisted member of a Military Department, then the member is entitled to the higher senior enlisted pay rate **\$7,489.80** up to a maximum of 60 days. If a member is hospitalized, and during or immediately before such hospitalization, completed service as the senior enlisted member of that Military Department's Armed Force, then the member shall continue to be entitled, for not more than 180 days while so hospitalized, to the rate of basic pay authorized for a senior enlisted member.

- Basic pay is limited to the rate of basic pay for Level V of the Executive Schedule, which is **\$12,141.60**.
- Must have 4 months of active duty or more.
- Must have under 4 months of active duty.

**\*Table 1-10. Monthly Rates of Basic Pay – Enlisted Members -  
Effective January 1, 2011**



AUTHORIZED ABSENCE – EFFECT ON PAY AND ALLOWANCES				
R U L E	A	B	C	D
	When member is absent from duty	and	then the member is	and the period of absence is
1	on authorized leave	such leave is: a. ordinary accrued leave b. emergency leave c. reenlistment leave d. delay en route	entitled to otherwise proper credit of full pay and allowances during the period of absence	charged as leave.
2		in advance of that accrued		charged against leave as it accrues (note 1).
3		such leave is: a. graduation leave b. sick or convalescent leave c. pass or liberty d. proceed time		not chargeable against leave.
4	at home on PCS orders awaiting final action on physical evaluation board proceedings		entitled to pay and allowances as follows: a. basic pay b. special pay (if a health professional officer) c. BAS officers and enlisted (note 3) d. BAH (note 2) e. clothing maintenance allowance	chargeable to leave to the extent possible (note 4).
5	on excess leave		not entitled to pay and allowances except BAH as provided in <a href="#">paragraph U10422-C, chapter 10, JFTR</a> (note 7)	not chargeable to accrued leave (note 6).
6	on authorized educational leave of absence not to exceed 2 years		entitled to basic pay (member is not entitled to BAH, BAS, or any other pay and allowance to which member might otherwise be entitled for period of leave of absence)	not chargeable to accrued leave.
7	on authorized rest and recuperative absence for not more than 30 days for extending duty under sections <a href="#">1401 to 1403</a>		entitled to otherwise proper credit of full pay and allowances during the period of absence (note 5)	not chargeable to accrued leave.

**NOTES:**

1. See subparagraph 010301.D. for collection requirements when advance leave is changed to excess leave.
2. Members without dependents are entitled to BAH as prescribed in Table 1-5, rules 20 and 21.
3. Enlisted members are entitled to BAS at the rate shown in subparagraph [250103.B](#) except for days of leave specifically authorized by the PCS orders. Pay BAS at the rate shown in subparagraph [250103.C.1](#) for the PCS order-authorized leave period.

**Table 1-11. Authorized Absence - Effect on Pay and Allowances**

4. A negative leave balance which existed prior to the member being ordered home continues until separation or retirement and will be collected as excess leave.
5. Member is not entitled to special pay under [section 1402](#).
6. Under [DoDI 1327.06](#), "Leave and Liberty Policy and Procedures", a member does not accrue leave during periods of excess leave (here referred to as "nonaccrual"). Computation of the number of days involved in an excess leave balance which accounts for this nonaccrual may result in a total which includes a fraction. Effective with leave taken on or after Feb 1, 1987, the total is not rounded to eliminate the fraction when pay and allowances are collected for excess leave. The fractional one-half day is considered to occur on the first day of the excess leave involved. Collect pay and allowances for the number of days, to include fractional days, according to subparagraph 010301.D. or 010301.E.
7. A member separating effective Mar 1 whose separation leave period through February 28 (or through February 29 during leap year) results in excess leave is not entitled to pay and allowances for February 29 and 30 (or for February 30 during leap year). These days are not considered days of excess leave; however, the member is considered to be in a nonpay status through February 30. See subparagraph 010202.B.

**Table 1-11. Authorized Absence - Effect on Pay and Allowances (Continued)**

<b>UNAUTHORIZED ABSENCE AND OTHER LOST TIME – EFFECT ON PAY AND ALLOWANCES</b>			
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>When member is absent from duty</b>	<b>and</b>	<b>then the member</b>
<b>1</b>	without authority (AWOL) or over leave, delays en route, pass or liberty	the absence is excused as unavoidable	is entitled to otherwise proper credits of pay and allowances (note 1).
<b>2</b>		the absence is not excused as unavoidable	is not entitled to pay and allowances (note 6).
<b>3</b>	for more than 24 consecutive hours as a result of a disease	the disease is caused by and immediately follows intemperate use of alcoholic liquors or habit-forming drugs	is entitled to allowances but not to basic pay, special, or incentive pay (note 2).
<b>4</b>	in confinement by civil authorities	is being detained as a witness before a civil court	is entitled to otherwise proper credits of pay and allowances.
<b>5</b>		the absence is excused as unavoidable (see Table 1-13)	
<b>6</b>		the absence is not excused as unavoidable (see Table 1-13)	
<b>7</b>	in confinement by military authorities for a foreign civil offense	is not considered “constructively absent” from duty (note 4)	is entitled to otherwise proper credits of pay and allowances.
<b>8</b>		is considered “constructively absent” from duty (note 7)	is not entitled to pay and allowances except for that part of the period that is covered by authorized leave, unless the absence is excused as unavoidable (see Table 1-13).
<b>9</b>	in military confinement (other than for civil authorities)	is awaiting trial by court-martial or serving a sentence of confinement which did not include a forfeiture of pay	is entitled to otherwise proper credits of pay and allowances.
<b>10</b>		is serving a court-martial sentence which includes a forfeiture of pay and allowances	is entitled to pay and allowances accruing before the date the sentence was approved by the convening authority and to any unforfeited pay and allowances accruing after that date.
<b>11</b>	as a deserter	is found guilty of deserting by court-martial or is administratively discharged for desertion or dies prior to return to military control or while awaiting trial by court-martial for the charge of desertion	forfeits all pay and allowances including that due on the first day of desertion (note 3).
<b>12</b>	without authority for 3 months while serving as an Army or Air Force officer	is dropped from the rolls by the President	forfeits all pay and allowances due or to become due (note 3).

**NOTES:**

1. Enlisted members are entitled to BAS at the rate prescribed when permission to ration separately is granted unless they were subsisted at government expense.
2. Member is not entitled to pay or allowances for period of hospitalization after expiration of enlistment.
3. Pay and allowances due on date of desertion and on date an officer was dropped from the rolls will be used to satisfy debts due the United States and its instrumentalities.

**Table 1-12. Unauthorized Absence and Other Lost Time - Effect on Pay and Allowances**

4. In any case where the commander of the military installation retains the discretionary authority to decide to incarcerate a member (or to merely restrict to the duty station and assign to perform useful and productive duties on a full-time basis), such member will not be considered as being “constructively absent” for the purposes of entitlement to pay and allowances.
5. A member is not entitled to pay and allowances if granted a pass or liberty to serve civil confinement.
6. See [JFTR](#), Volume I, Chapter 10, for entitlement to basic allowance for housing in a non-pay status. See [Chapter 10](#) for entitlement to hostile fire/imminent danger pay which is payable in full for each month in which qualification is made.
7. Under existing DoD policy and Status of Forces Agreements, the United States Commander always retains discretionary authority to incarcerate or restrict a Military Service member to the installation when such a member is pending civil charges, even in cases where incarceration or restriction is requested by foreign authorities. Such member is not considered as being “constructively absent” for the purpose of entitlement to pay and allowances.

**Table 1-12. Unauthorized Absence and Other Lost Time – Effect on  
Pay and Allowances (Continued)**

<b>RULES FOR DETERMINING WHETHER ABSENCE IS UNAVOIDABLE</b>				
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>When member is absent from duty</b>	<b>and</b>	<b>and</b>	<b>then absence may</b>
<b>1</b>	in confinement by civil authorities or by military authorities for civil authorities	is tried and acquitted		be excused as unavoidable.
<b>2</b>		charges are dismissed or member is released (or dies) without trial	it is clear that arrest and detention were not due to member's misconduct	
<b>3</b>		is released without trial upon agreement to make restitution or reparation for the alleged offense	the commander determines that absence was not due to member's misconduct	
<b>4</b>		is admitted to bail and trial is postponed indefinitely	it is apparent that the case will not be prosecuted	
<b>5</b>		was released because the case was discontinued by the prosecutor or plaintiff or because the jury failed to agree		
<b>6</b>		is tried and convicted		not be excused as unavoidable.
<b>7</b>		is released under bond (not in a full-duty status) pending appeal of the case to a higher court	the appeal does not result in acquittal	
<b>8</b>		is discharged because of imprisonment or conviction by a civil court		
<b>9</b>		confinement is due to failure to obey a decree of a civil court		
<b>10</b>	in confinement by civil authorities	is tried and found not guilty by reason of insanity	is transferred to a state mental institution	be excused as unavoidable.
<b>11</b>	without authority (AWOL) or over leave	the absence could not have been avoided by the member or by military authorities	the absence was not due to member's misconduct	be excused as unavoidable.
<b>12</b>	over pass or liberty	the absence could not have been avoided by the member or by military authorities	the absence was not due to member's misconduct	be excused as unavoidable.
<b>13</b>		the absence could have been prevented by member or by military authorities		not be excused as unavoidable.

**Table 1-13. Rules for Determining Whether Absence Is Unavoidable**

<b>COMPUTING PERIODS OF UNAUTHORIZED ABSENCE</b>					
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>When a member</b>	<b>and he/she is in the</b>	<b>and the hour of expiration of leave, pass, or liberty, or authorized travel</b>	<b>and the member</b>	<b>then</b>
<b>1</b>	leaves the post of duty, place of service, or organization without authority	Army, Air Force, Navy or Marine Corps		remains absent more than 24 consecutive hours	the day of departure will be counted as the first day of unauthorized absence.
<b>2</b>	fails to report to the organization or post of duty on the last day of authorized leave, pass, or liberty, or authorized travel time	Navy, or Marine Corps	is before 2400 hours as specified in leave orders	does not report on or before the specified hour of the following day	the last day of leave, pass, or liberty, or authorized travel time is the first day of unauthorized absence.
<b>3</b>			is 2400 hours as specified in leave orders		the day following the last day of leave, pass, or liberty, or authorized travel time is the first day of unauthorized absence.
<b>4</b> <b>5</b>	fails to report to the organization or post of duty on the last day of authorized leave, pass, or liberty		is not specified in leave orders	does not report before normal duty hours of the following day (note)	the day following the last day of leave, pass, or liberty is the first day of unauthorized absence.
<b>6</b>	fails to report to the organization or post of duty by 2400 hours on the last day of authorized travel time	Army, Air Force, Navy, or Marine Corps	is not specified in orders		the day following the last day of authorized travel time is the first day of unauthorized absence.
<b>7</b>	is AWOL			returns to the place of duty, or organization, or otherwise to the jurisdiction of the Armed Forces	the day before the member's return is the last day of unauthorized absence.

**NOTE:**

The unauthorized absence begins at the normal duty hour. No unauthorized absence exists unless the member remains absent for more than 24 hours after the beginning of the normal duty hour.

**Table 1-14. Computing Periods of Unauthorized Absence**

<b>VOID, VOIDABLE, OR REJECTED ENLISTMENTS OR INDUCTIONS — PAY AND ALLOWANCES</b>			
<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>When an individual</b>	<b>and</b>	<b>then pay and allowances</b>
<b>1</b>	is under investigation for a fraudulent enlistment or induction		will continue to be paid until a determination of fraud is made.
<b>2</b>	is determined to be serving under a fraudulent enlistment or induction; or enlists in the Army or Air Force before 17 (male) or 18 (female), and the government discovers the defect after the member reaches minimum age; or enlists in the Army or Air Force while 17 (male), 18, 19, or 20 (female), without parent's or guardian's consent	the government neither voids the enlistment or induction nor waives the fraud (or defect)	are suspended (including unpaid pay and allowances) from the date the disbursing officer is notified of the determination of fraud until the government either voids the enlistment or induction, or allows it to stand.
<b>3</b>		the government voids the enlistment or induction	will not be paid (note 1).
<b>4</b>		the government waives the fraud (or defect)	continue and the service is as valid as that of any other member.
<b>5</b>	enlists in the Army or Air Force before 17 (male) or 18 (female), and the government discovers the defect before the member reaches minimum age		do not accrue between date of notification to disbursing officer and date of discharge (note 1).
<b>6</b>	enlists in the Army or Air Force while 17 (male) or while 18, 19, 20 (female), without parent's or guardian's consent	is discharged upon application of parent or guardian	accrue to include the date of discharge or release.
<b>7</b>	enlists in the Navy or Marine Corps while under the minimum statutory age (17) (male), or while under the minimum statutory age (18) or administrative age (21) (female)		
<b>8</b>	was judicially declared to have been mentally incompetent before entry on active duty	is released from military control for such reason	do not accrue for any part of the period involved (note 2).
<b>9</b>	was not judicially declared to be mentally incompetent before entry on active duty but is later found to have been mentally incompetent at the time of entry on active duty		accrue from the time of entry on active duty until release from military control.
<b>10</b>	enlisted or inducted into the Military Service is discovered by Military Service medical authorities to have been medically unfit for induction at the time of entrance into the Military Service		accrue from the time of entry on active duty through the date of release from military control.

**NOTES:**

1. Individual retains amounts received before disbursing officer is notified, if otherwise proper.
2. Individual retains amounts received while performing active duty before release from military control.

**Table 1-15. Void, Voidable, or Rejected Enlistments or Inductions – Pay and Allowances**